UNSCTCC ADMINISTRATOR'S USER MANUAL (ONLINE)

PRODUCT NAME

MICMAC CERM

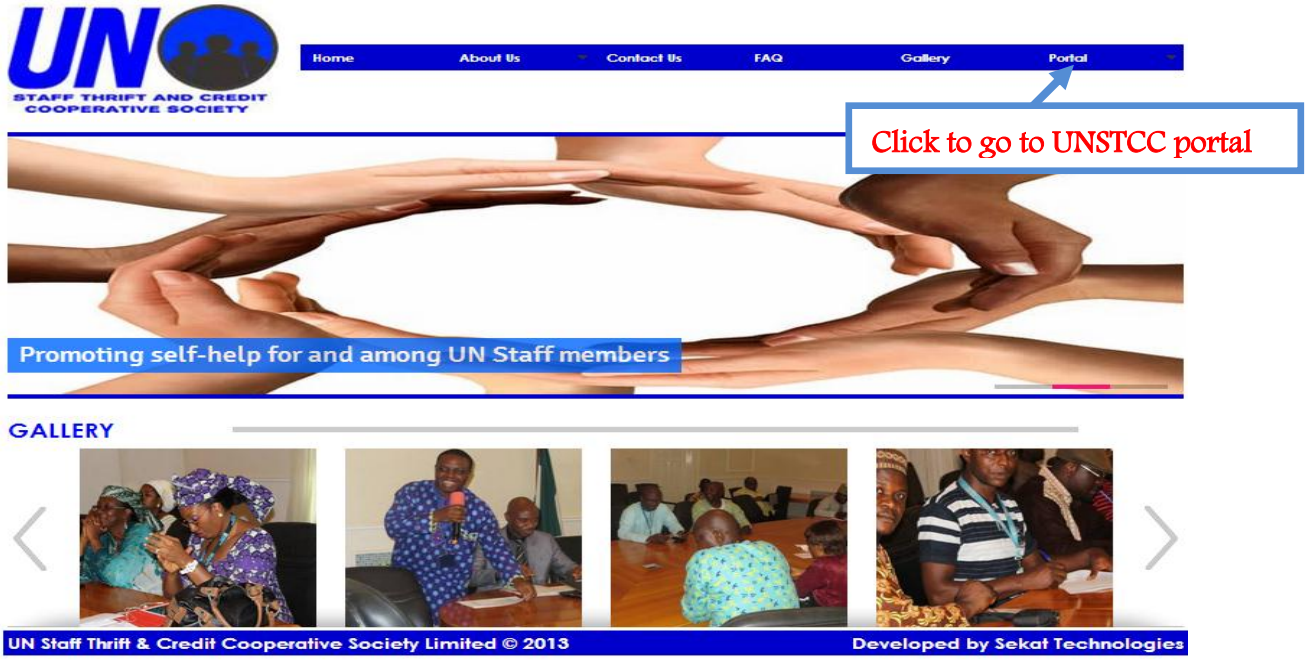
For Technical support contact:

Phone Nos.:

08096096158, 08096096173, 08096096141,
08060450085

STEP1 –USER MANUAL: HOW TO GET THE ADMINISTRATOR USER MANUAL

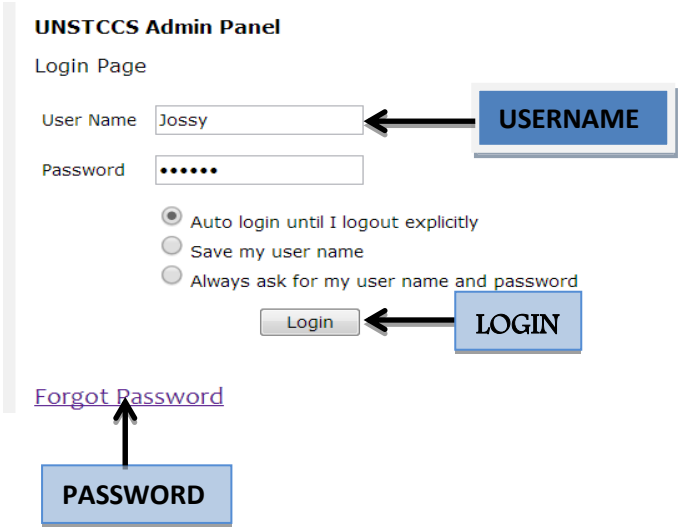
1. Log on to the website (www.unstccs.coop)
2. Place your mouse on the **Portal Menu**



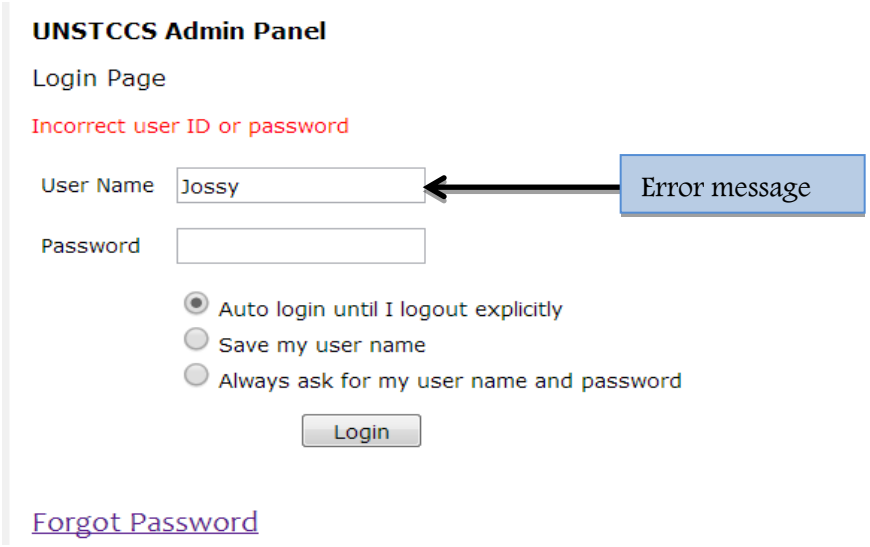
To log-in as an admin user, Click on the portal as shown above

Click on the Portal menu and its sub-menus would display as shown below, click on Admin Log- in as illustrated below.

To login, enter your Admin User name and **Password** and click LOGIN

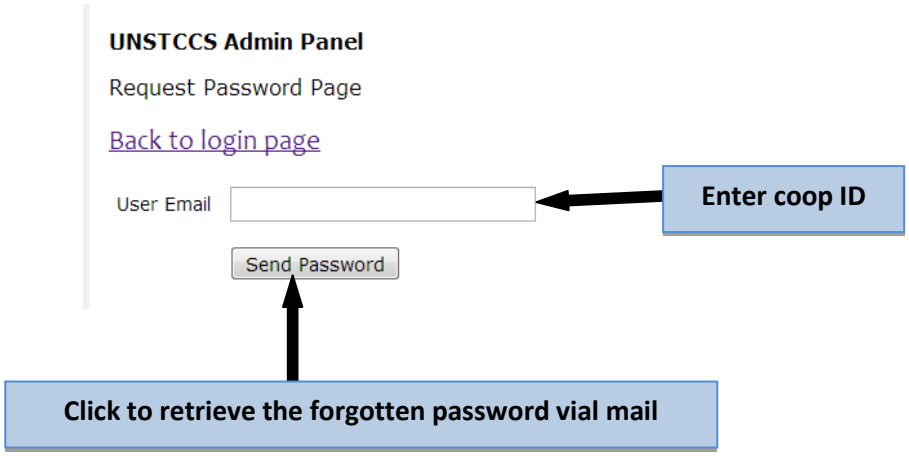


If a wrong **USER NAME** or **PASSWORD** is used, an error message will be displayed as shown below.

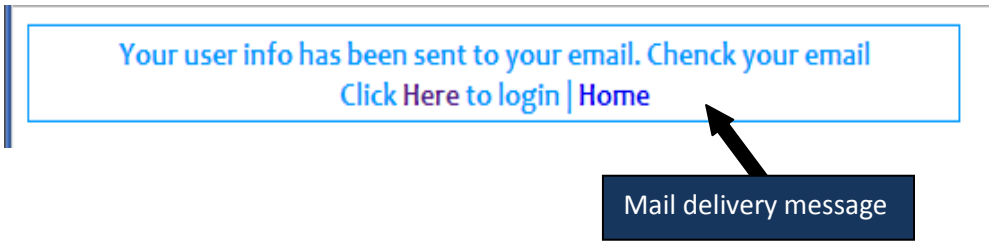


FORGOT PASSWORD

If u can't remember your password, click on forgot password? , a page pops up as shown below.

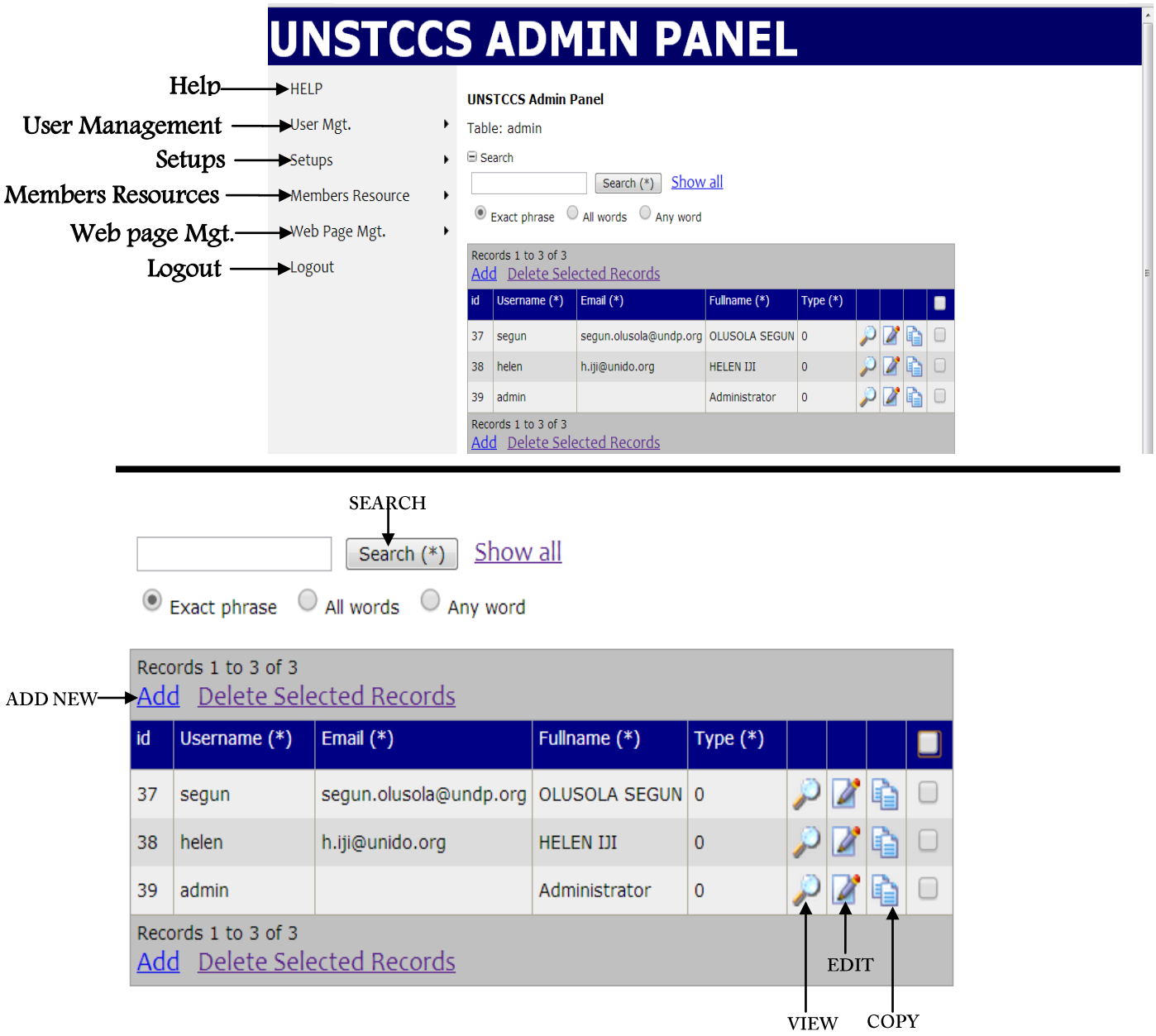


Your password will be sent via mail to your registered mail address.



I

If after validation, you can successfully Log-in, an Admin account would be displayed as shown below.



HOME

DELETE

GO BACK

TOOL 1 –HOME: This enables the user to easily go back to the homepage, once it's clicked on.

TOOL 2 –VIEW: Click on the view icon to output existing records.

TOOL 3 –ADD: Click on the add icon to add new record.

TOOL 4 –SEARCH: Click on the search icon to search for an existing record.

TOOL 5 –DELETE: You can delete single or multiple records using the delete icon.

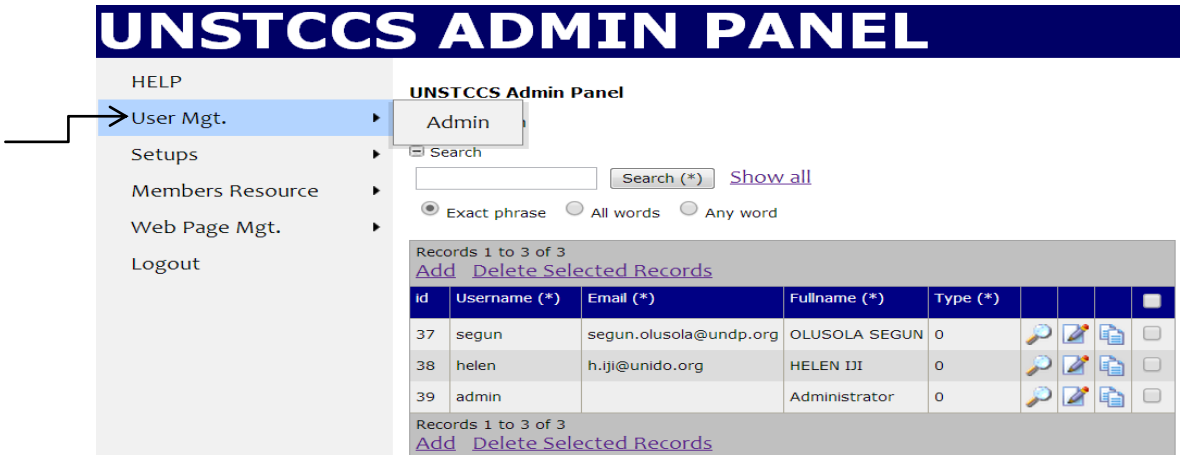
TOOL 6 –GO BACK: This tool takes you back to previous pages.

TOOL 7 –EDIT: This tool is used to make changes to a single record.

TOOL 8 –DELETE: This tool is used to delete a single record from a list.

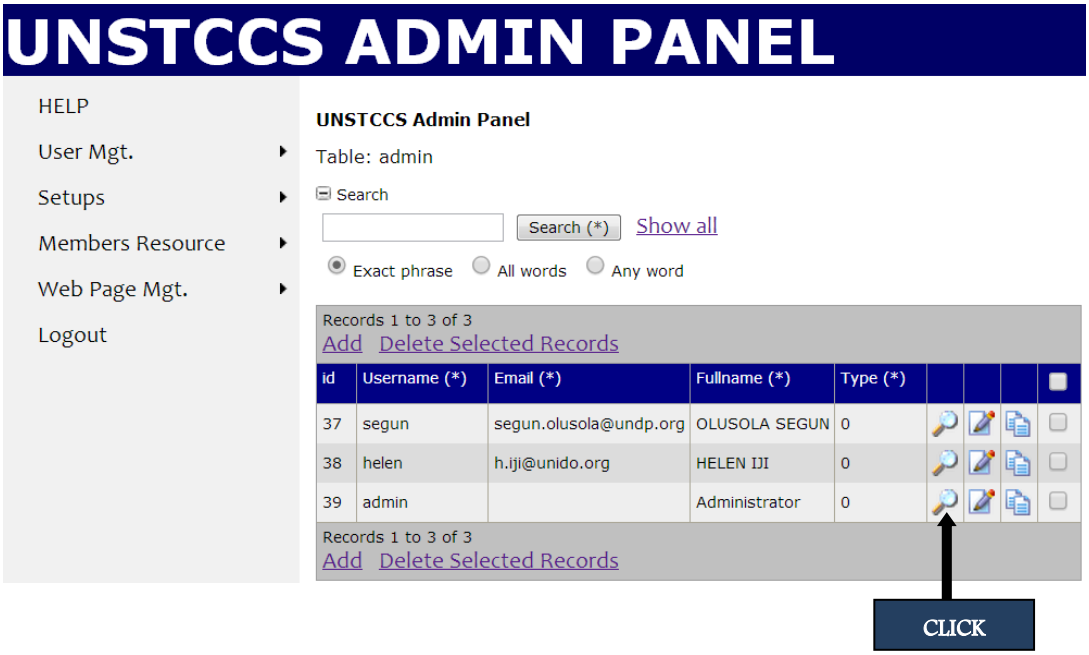
STEP 2 –USER MANAGEMENT

Click on the user Management module as shown below.



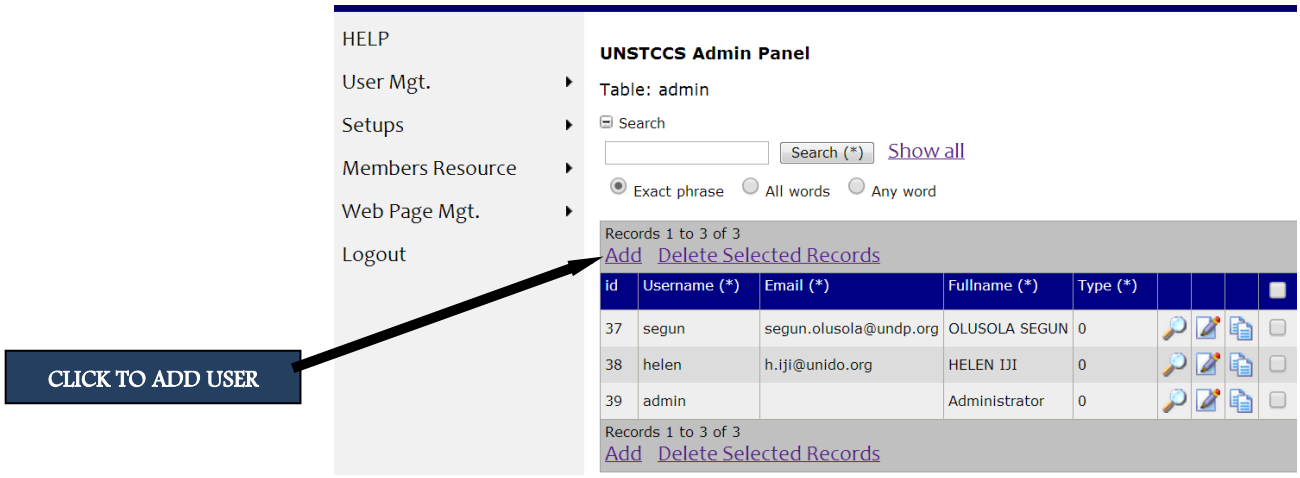
TOOL 2- VIEW USER .

Click on the view user icon to output existing user records. Records would be displayed as shown below.



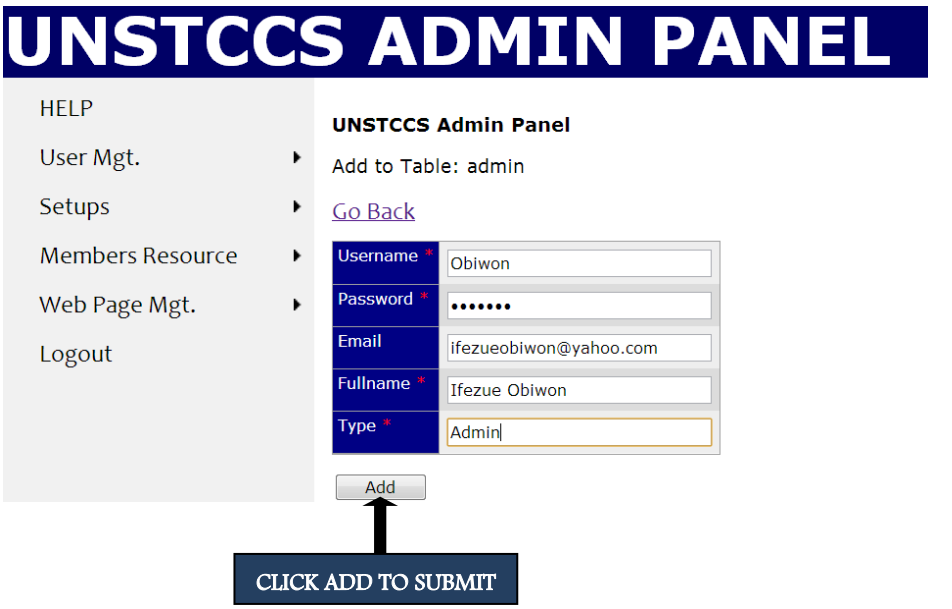
TOOL 3- ADD USER

Click on the add icon to add a new record. A page would be displayed as shown below.

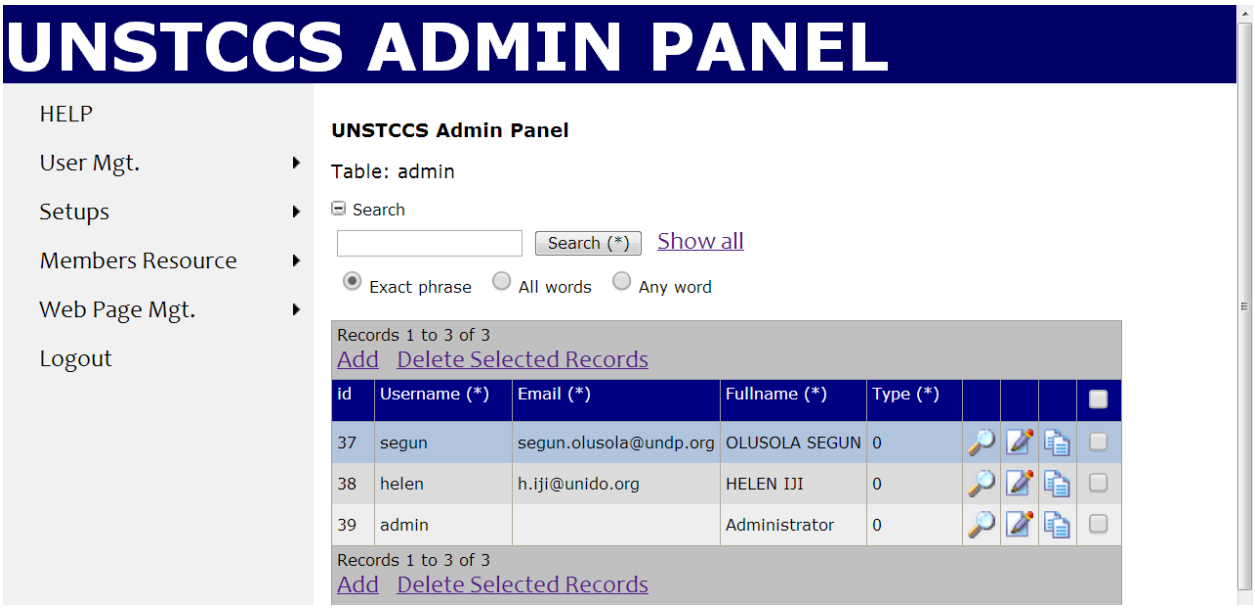


Supply all information required in the provided text boxes.

Click on the submit icon as shown below to add the new user.



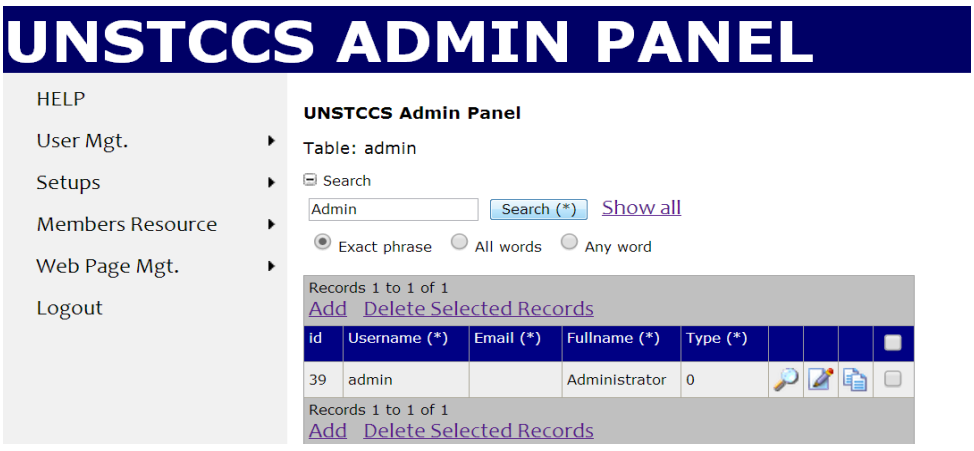
After submitting of form, all things been equal, the new user would be added to the list as shown in the diagram below.



TOOL 4– SEARCH

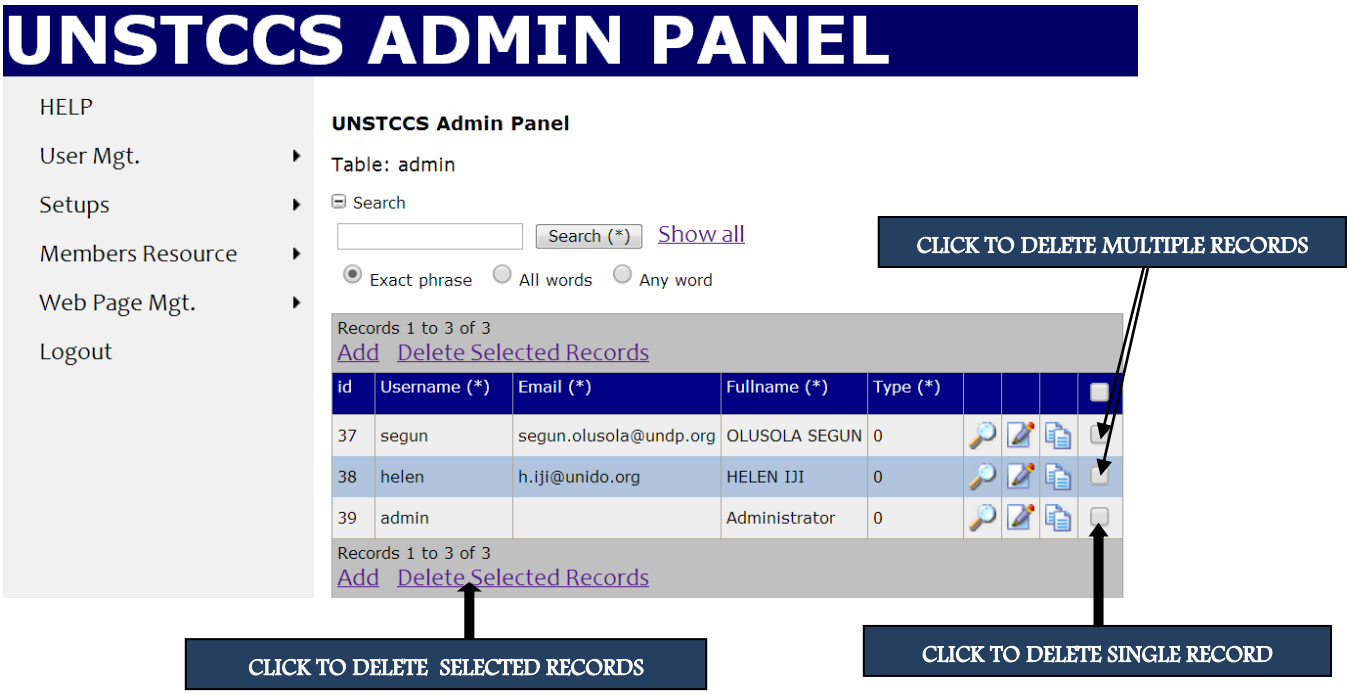
Click on the search icon to search for an existing record, it comes as shown below.

After clicking on your **GO** button, the result would display as shown below.



TOOL 5- DELETE

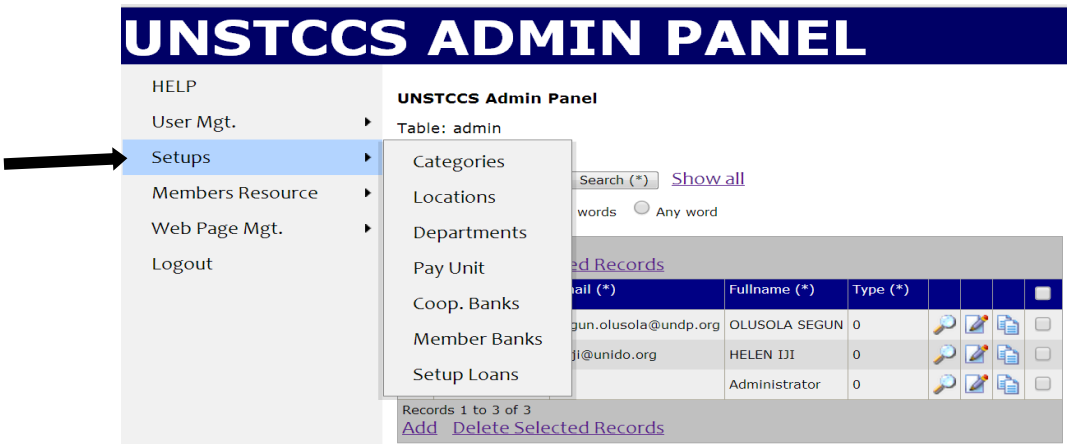
You can delete single or multiple records using the delete icon.



After clicking on the check box (single record) or check boxes (multiple records), immediately the record(s) would be removed from the existing list.

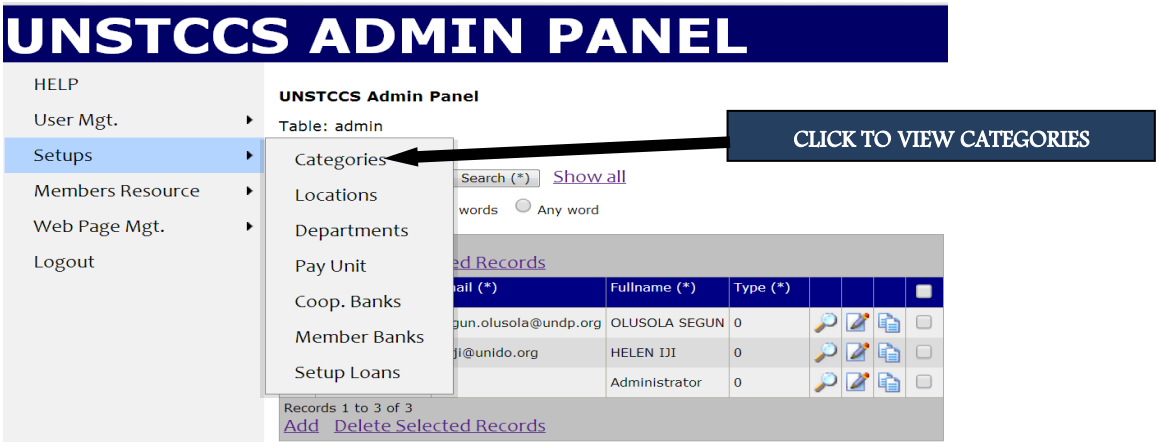
STEP 2 – SETUPS

In this section you will be able to manage (VIEW, ADD TO, SEARCH and DELETE) from your Setup i.e. (category, location, department, pay-unit, member's bank, coop member and loan).

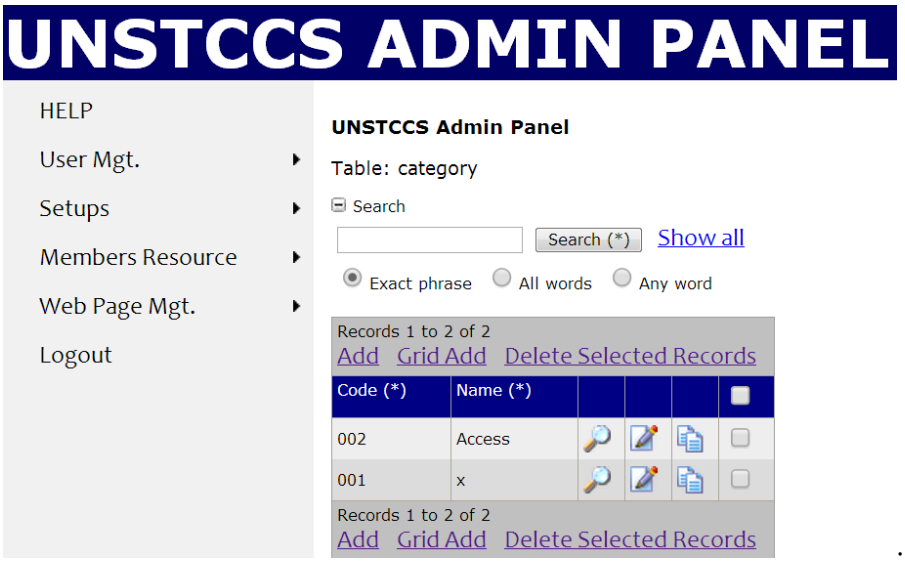


FUNCTION 1 –VIEW CATEGORIES

1. Click to view **Categories** as shown below.

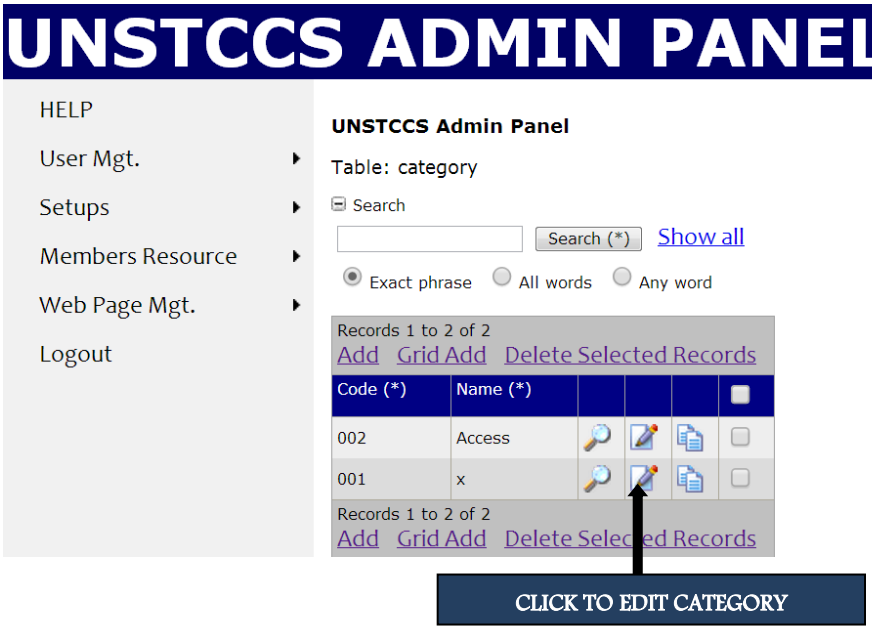


After clicking on the view **Categories**, a page would be displayed as shown below. Where you will be able to VIEW, EDIT and DELETE existing categories

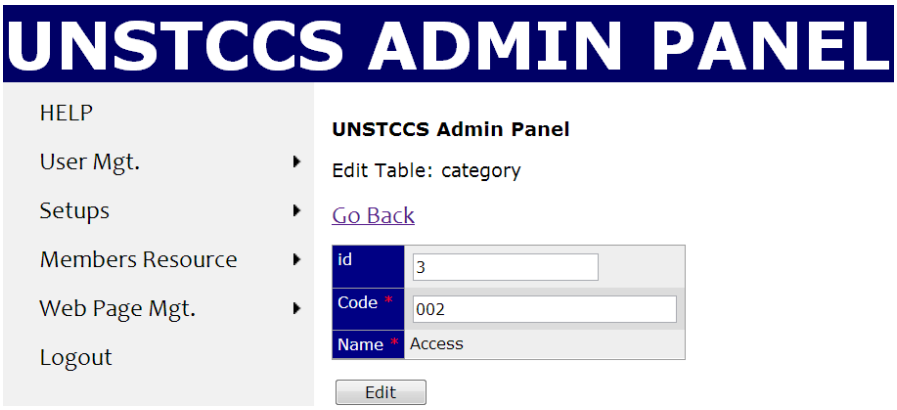


TO EDIT

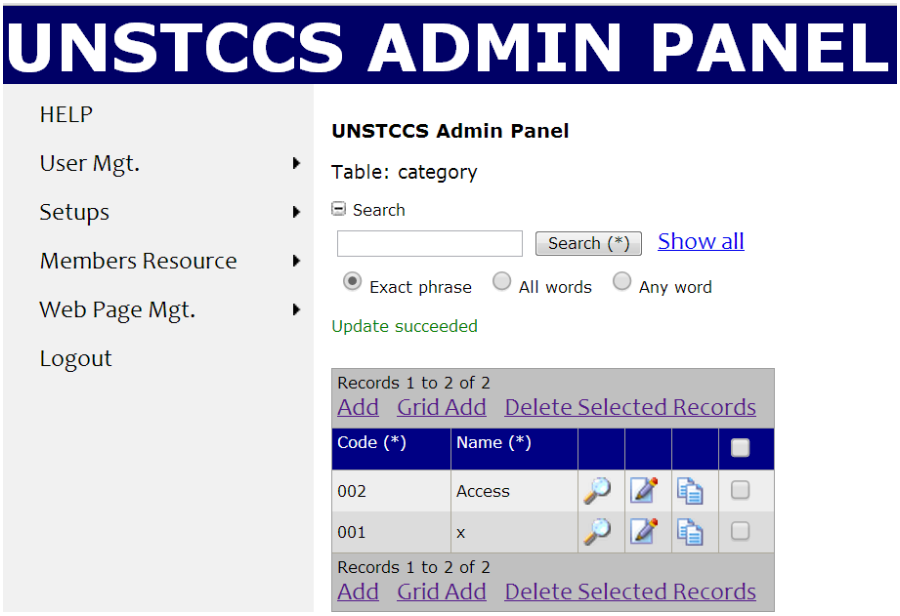
Click on the edit button for a particular record as shown below.



You can make changes to the **code and the Name of the category** in the text boxes below by clicking on the Edit icon.

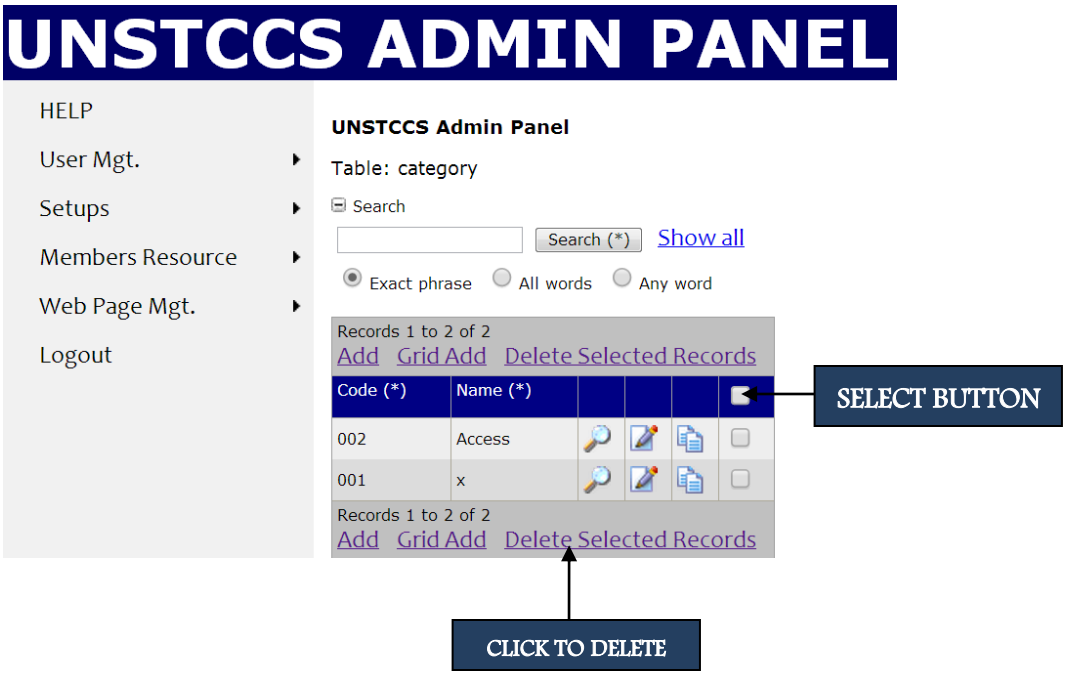


Click on the **Update Button** to effect changes. If successful, the changes would show on the category list.



TO DELETE – You can **delete** any record from the existing category list. To delete, you have to first select the record which you want to delete by clicking on the

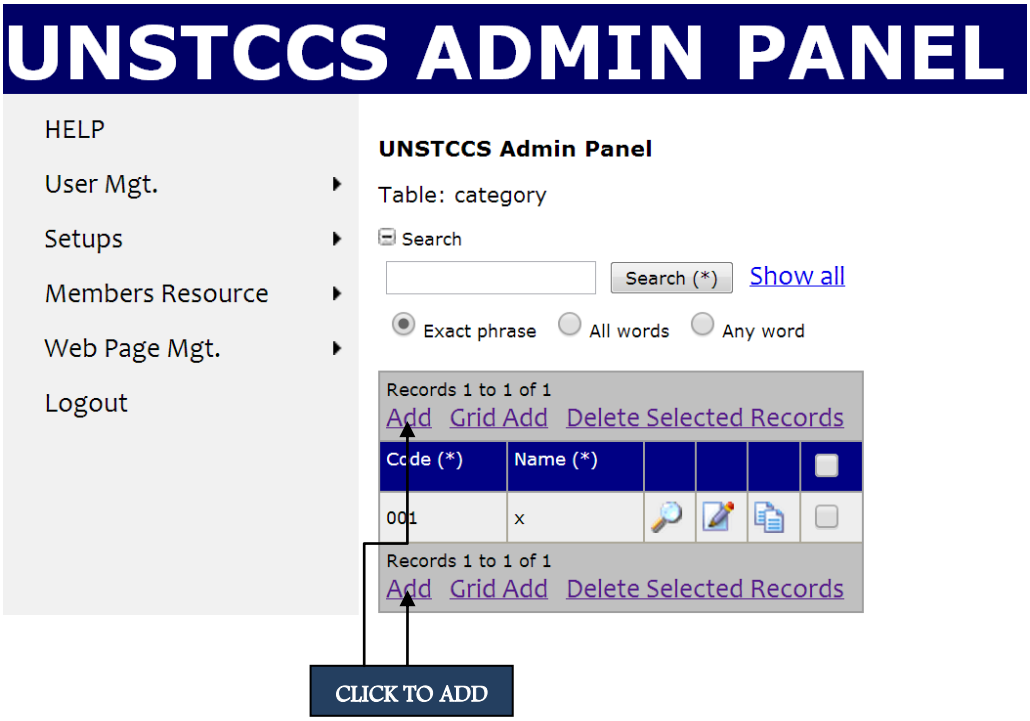
select button, then click on the **delete icon** in front of the particular records as shown below.



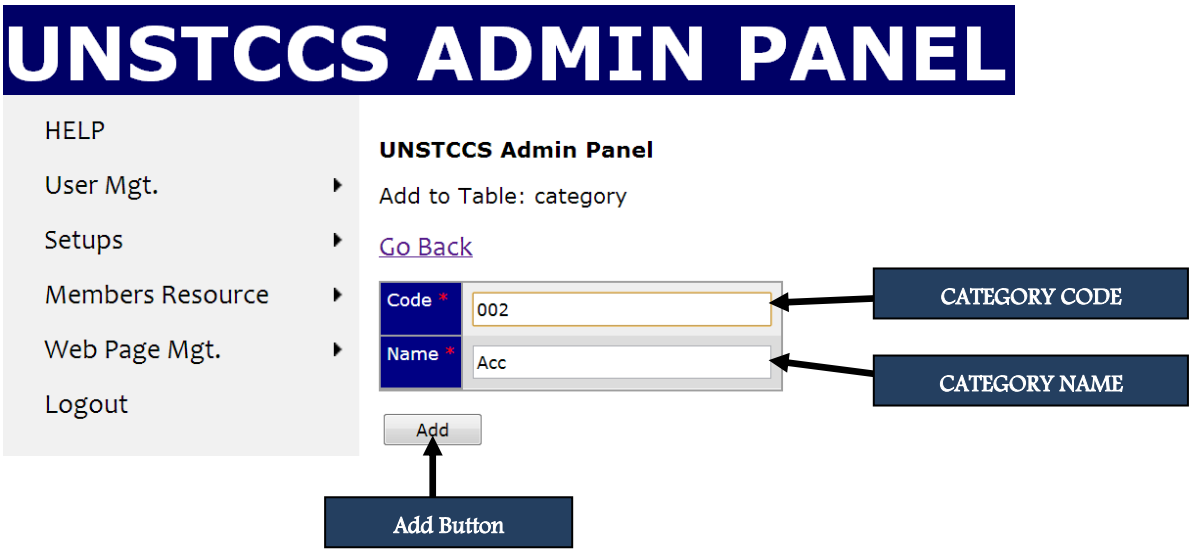
The deleted record is immediately removed from the existing category list. See diagram below

FUNCTION 2 –ADD TO CATEGORY

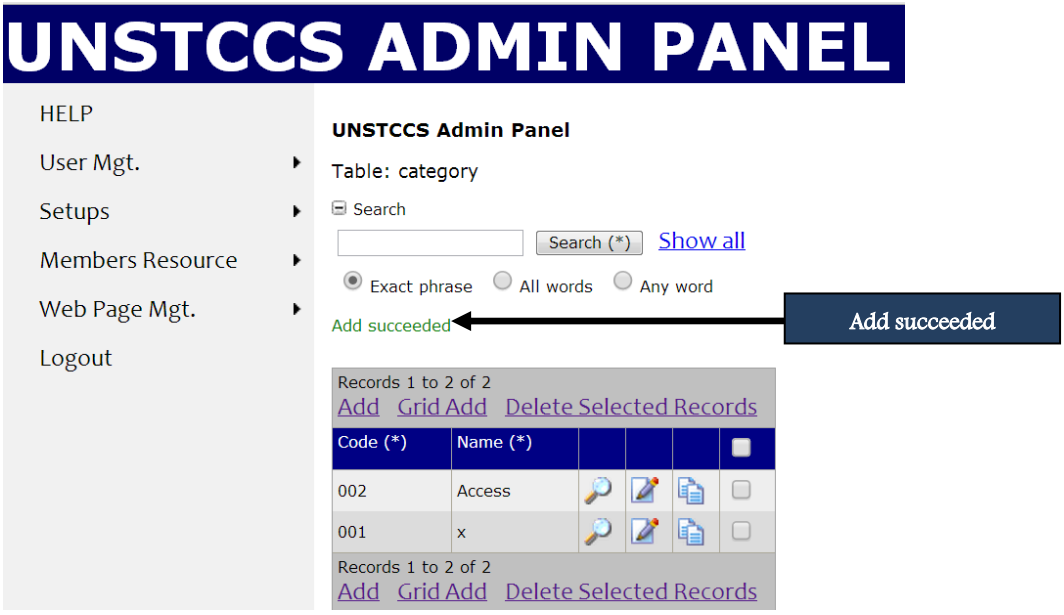
Click on any of the **Add's label** and the Add New page comes up.



Enter **the code and the Name of the new category** that you want to create into the text boxes below.

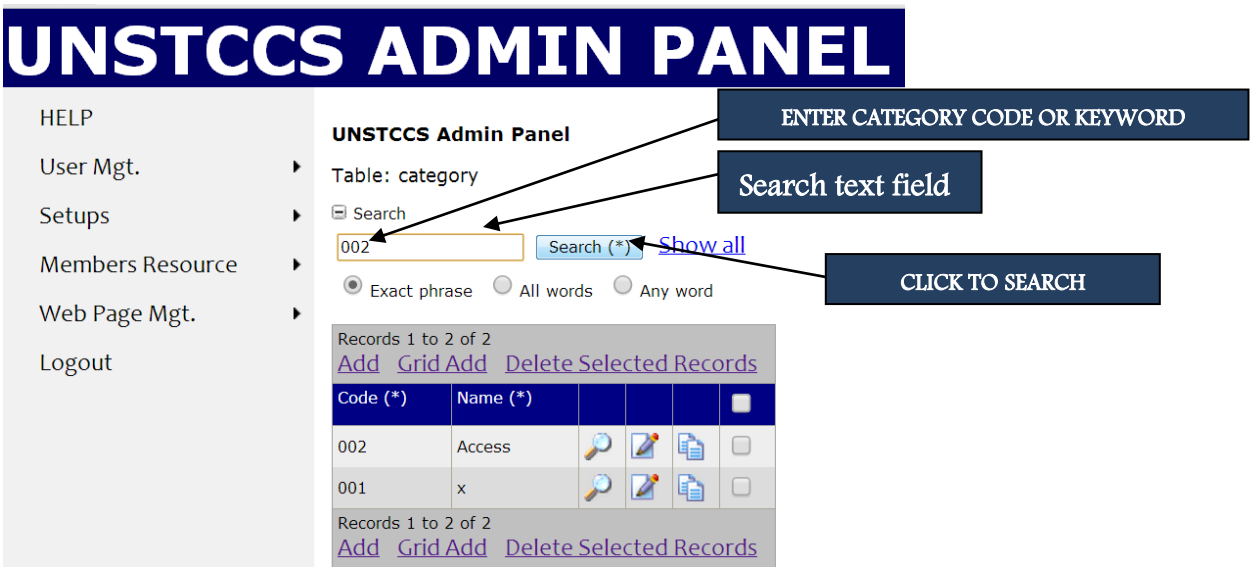


Click on the **Add Button** to create a new Category. If successful, the category Page will be displayed as shown below.

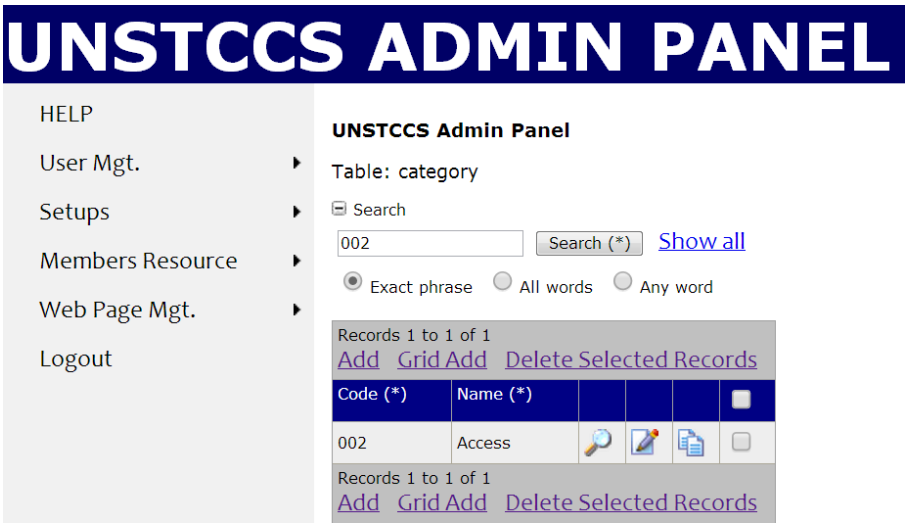


FUNCTION 3 –SEARCH CATEGORY

You can search for **a record** by pointing your mouse on **the search text field** as illustrated below (your **search text field** is automatically displayed for you to enter your keyword).

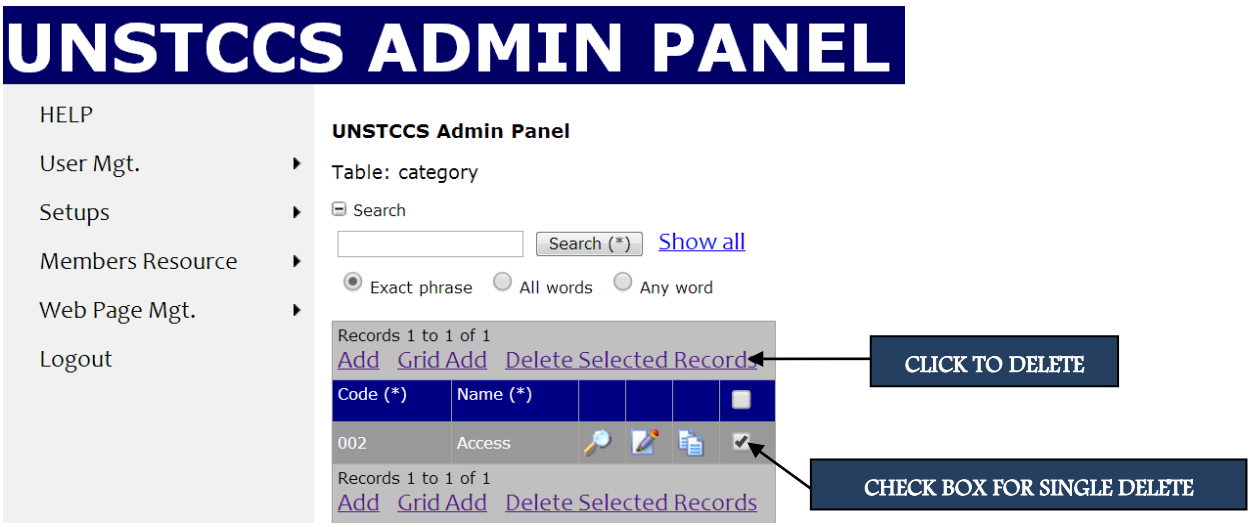


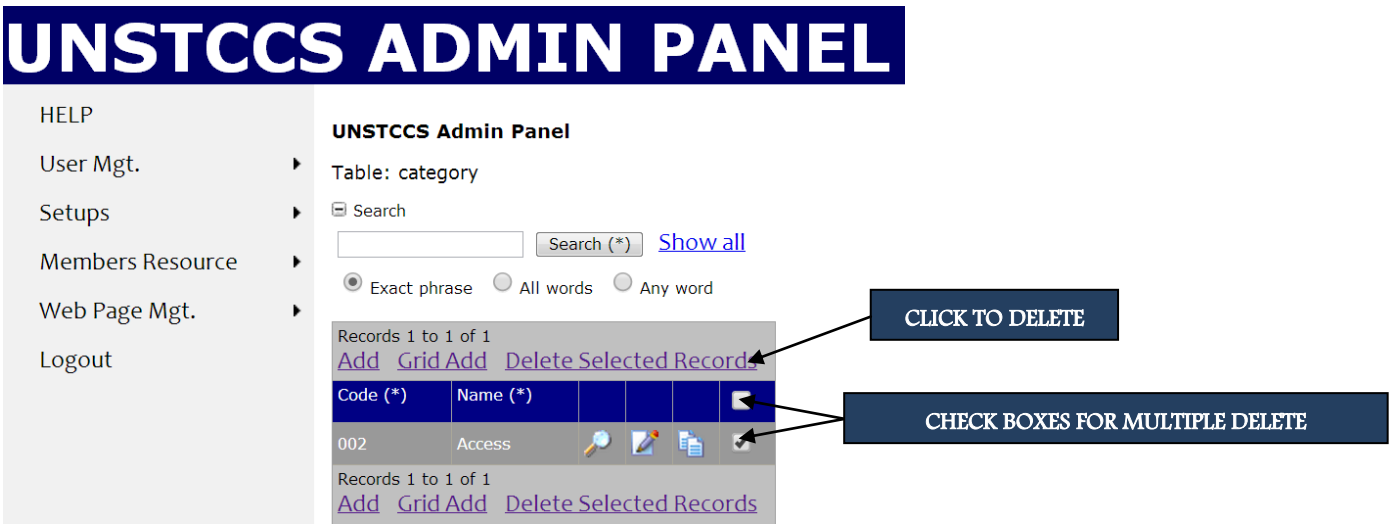
Enter your keyword in the provided text box as shown above. Click on the **Search button**, and the result would be displayed as shown below



FUNCTION 4 –DELETE CATEGORY

You can **delete** records individually or collective from the existing category list. To delete, click on the check box and then click on **Delete Selected Record** as shown below.

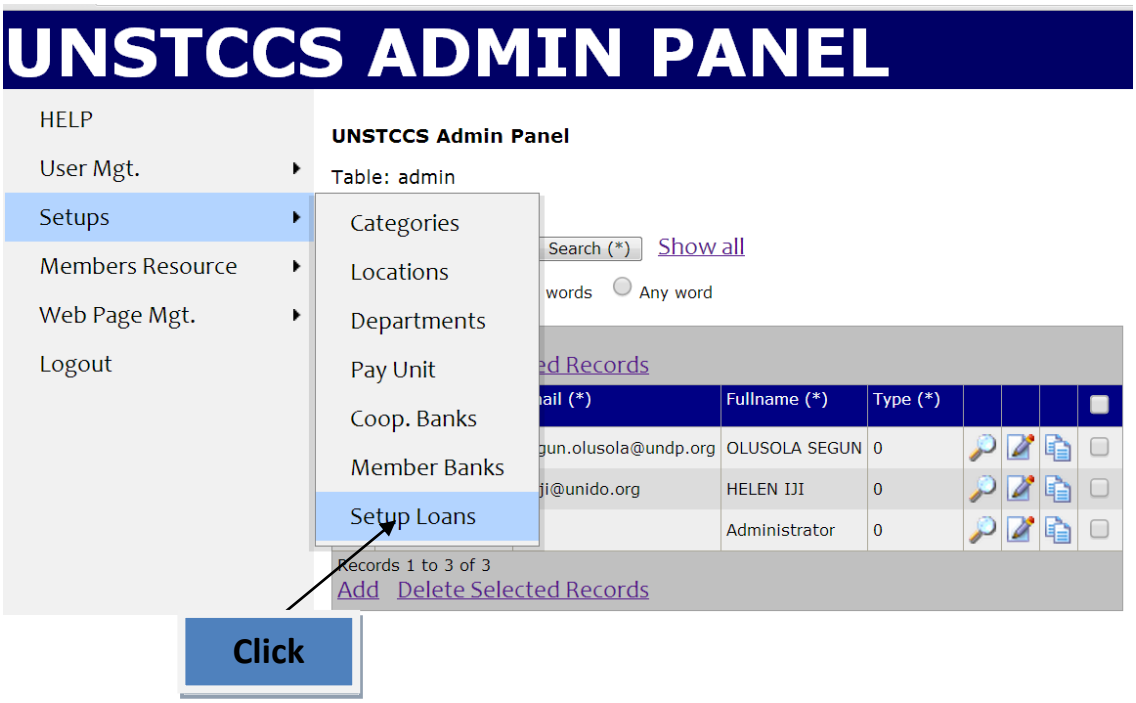




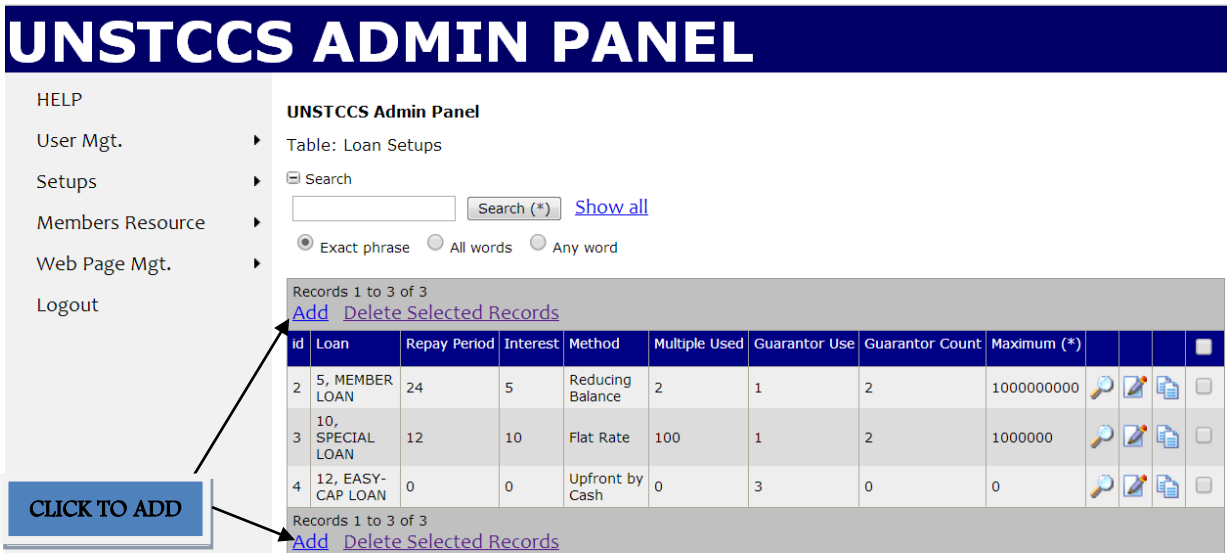
The selected record or records is/are immediately removed from the existing category list.

SETUP LOAN

In this section you will be able to manage (VIEW, ADD TO, SEARCH and DELETE) from your Setup i.e. (category, location, department, pay-unit, member's bank, coop member and **Setup Loan**).

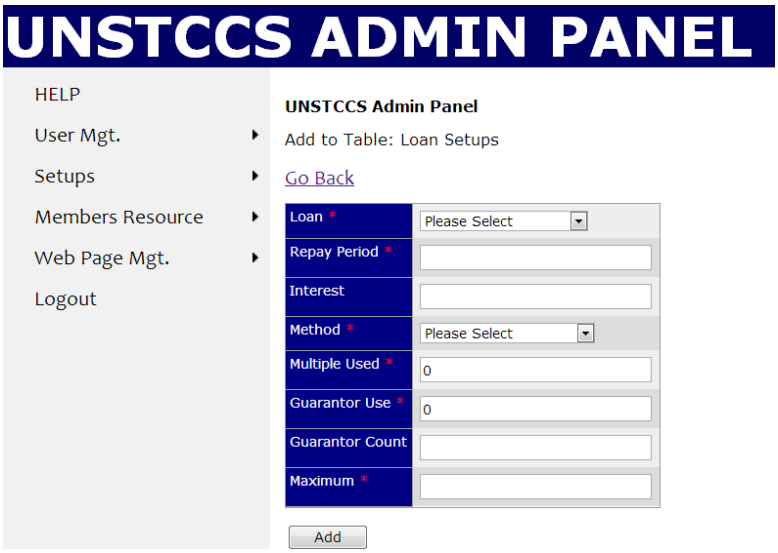


Clicking on the **Setup Loan** displays the menu below.

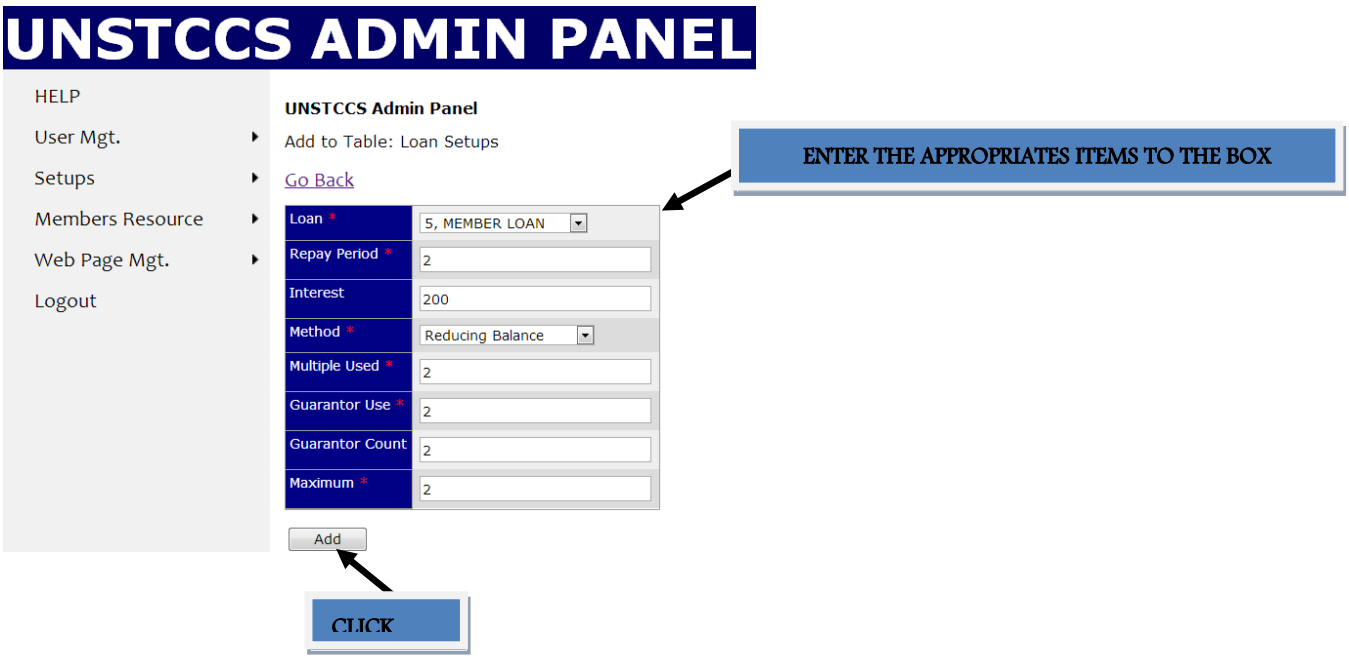


FUNCTION 2 –ADD TO LOAN SETUP

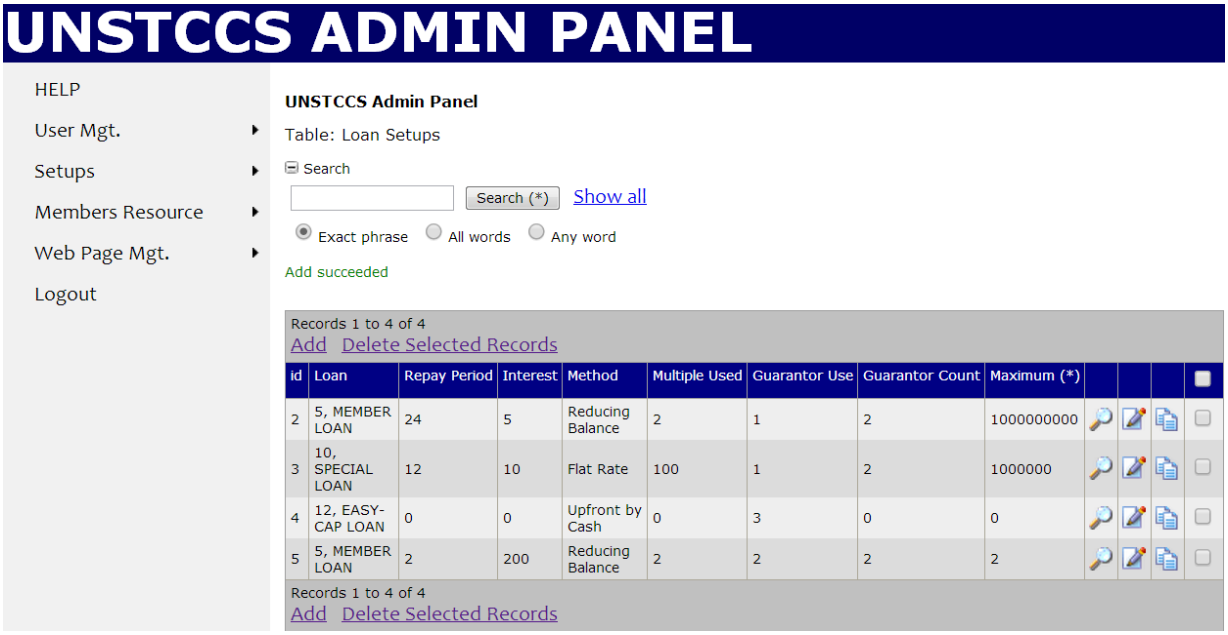
Click on any of the **Add label,** and the Add New menu comes up.



Enter **Loan, buy Back, Repayment period, Link account, charges, etc** that you want to create into the text boxes below.

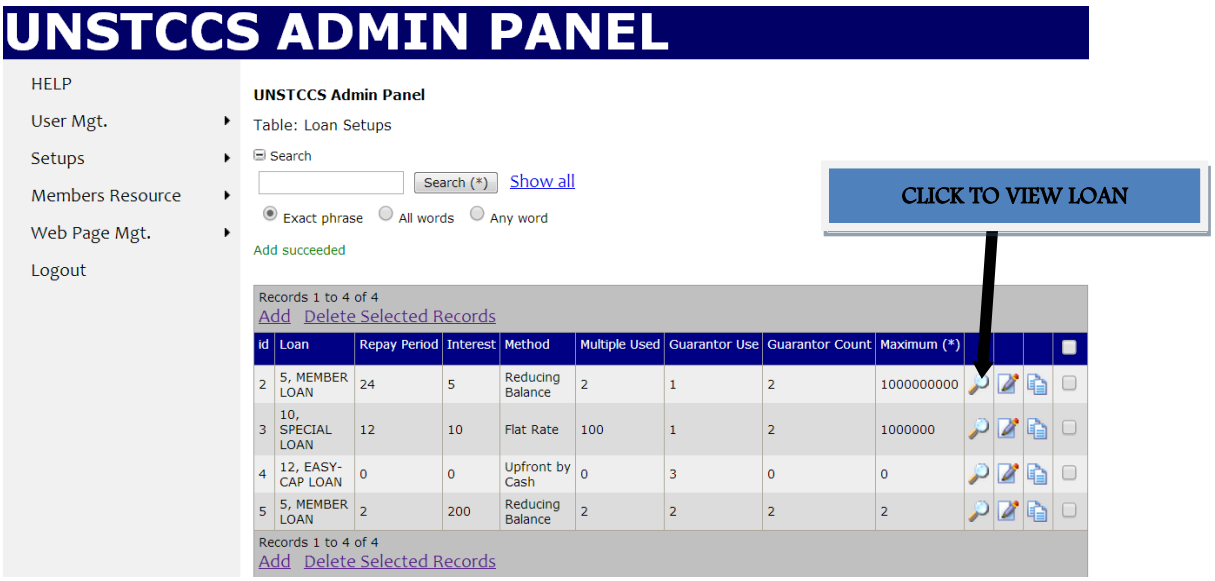


Click on the **Add Button** as indicated above to create a new record. **If successful**, the category Page will be displayed as shown below.

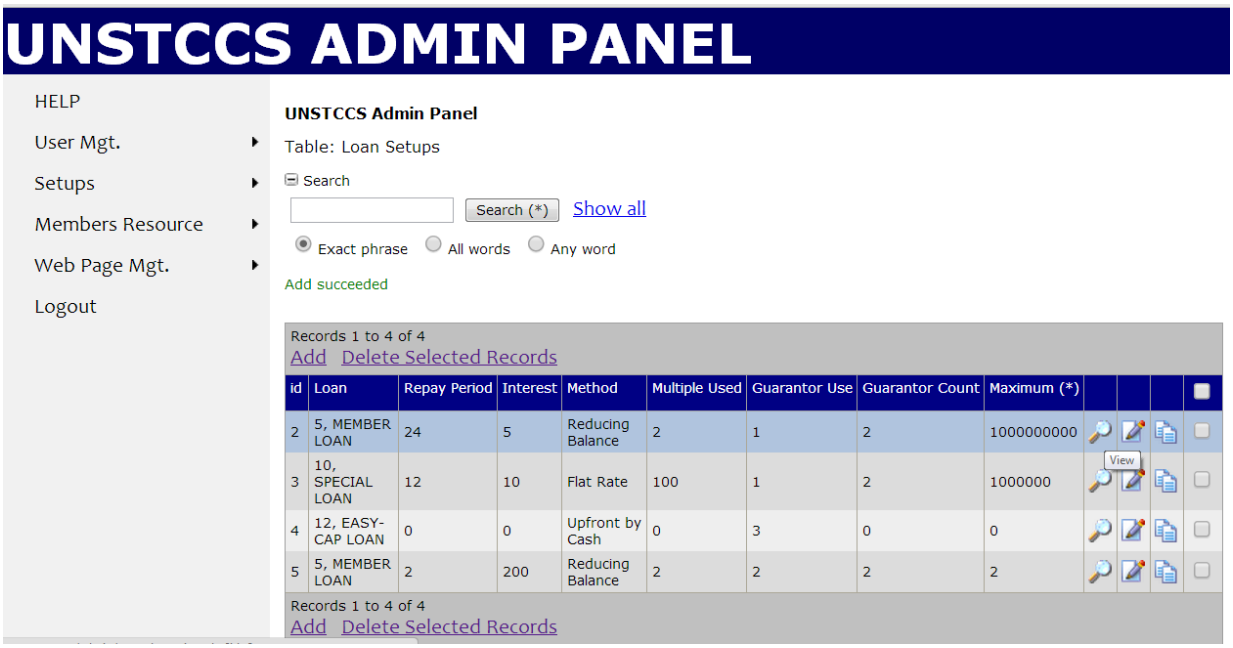

UNSTCCS ADMIN PANEL
HELP
User Mgt.
Setups
Members Resource
Web Page Mgt.
Logout
UNSTCCS Admin Panel
Table: Loan Setups
Search
Search (*)
Show all
Exact phrase
All words
Any word
Add succeeded
Records 1 to 4 of 4
Add Delete Selected Records
id Loan Repay Period Interest Method Multiple Used Guarantor Use Guarantor Count Maximum (*)
2 5, MEMBER LOAN 24 5 Reducing Balance 2 1 2 1000000000
3 10, SPECIAL LOAN 12 10 Flat Rate 100 1 2 1000000
4 12, EASY-CAP LOAN 0 0 Upfront by Cash 0 3 0 0
5 5, MEMBER LOAN 2 200 Reducing Balance 2 2 2 2
Records 1 to 4 of 4
Add Delete Selected Records

FUNCTION 1 –VIEW LOAN

1. Click on the **View Icon** as shown below.

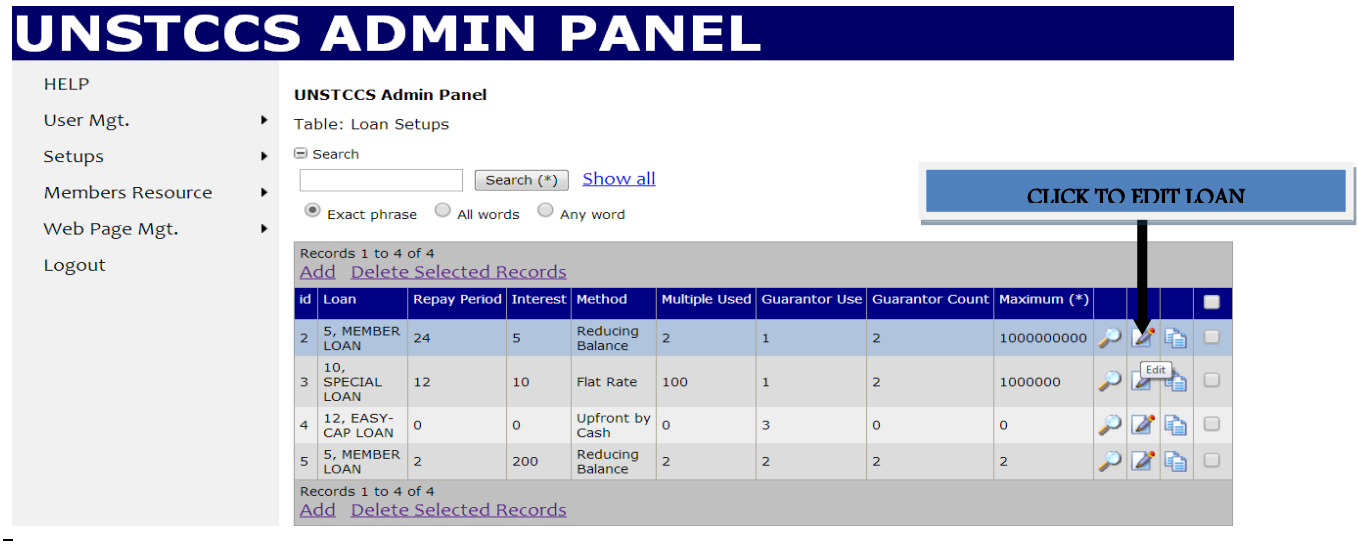

UNSTCCS ADMIN PANEL
HELP
User Mgt.
Setups
Members Resource
Web Page Mgt.
Logout
UNSTCCS Admin Panel
Table: Loan Setups
Search
Search (*)
Show all
Exact phrase
All words
Any word
Add succeeded
CLICK TO VIEW LOAN
Records 1 to 4 of 4
Add Delete Selected Records
id Loan Repay Period Interest Method Multiple Used Guarantor Use Guarantor Count Maximum (*)
2 5, MEMBER LOAN 24 5 Reducing Balance 2 1 2 1000000000
3 10, SPECIAL LOAN 12 10 Flat Rate 100 1 2 1000000
4 12, EASY-CAP LOAN 0 0 Upfront by Cash 0 3 0 0
5 5, MEMBER LOAN 2 200 Reducing Balance 2 2 2 2
Records 1 to 4 of 4
Add Delete Selected Records

After clicking on the view icon, a page would be displayed as shown below, where you will be able to EDIT, COPY and DELETE existing Loan.



TO EDIT

Click on the edit button for a particular record as shown below.



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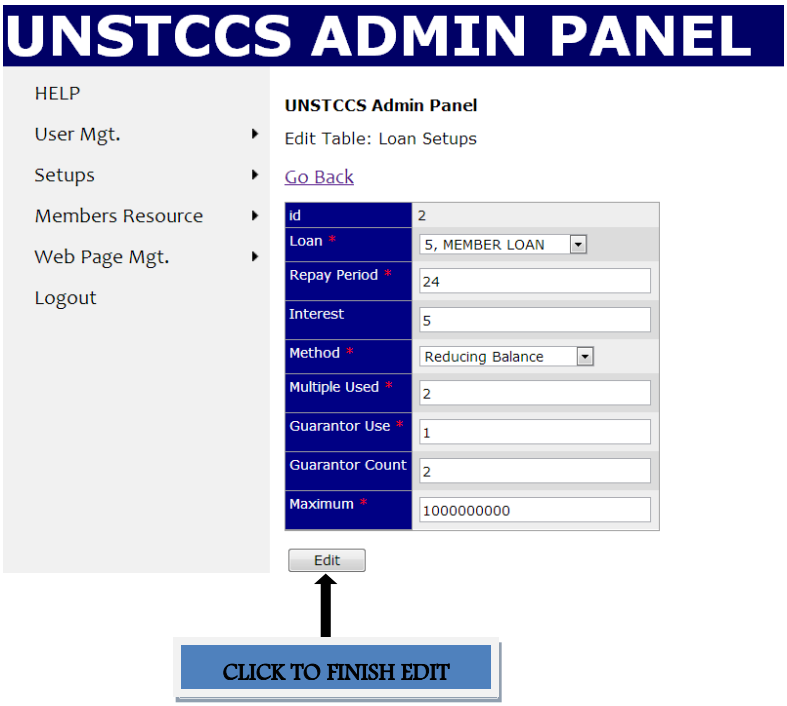
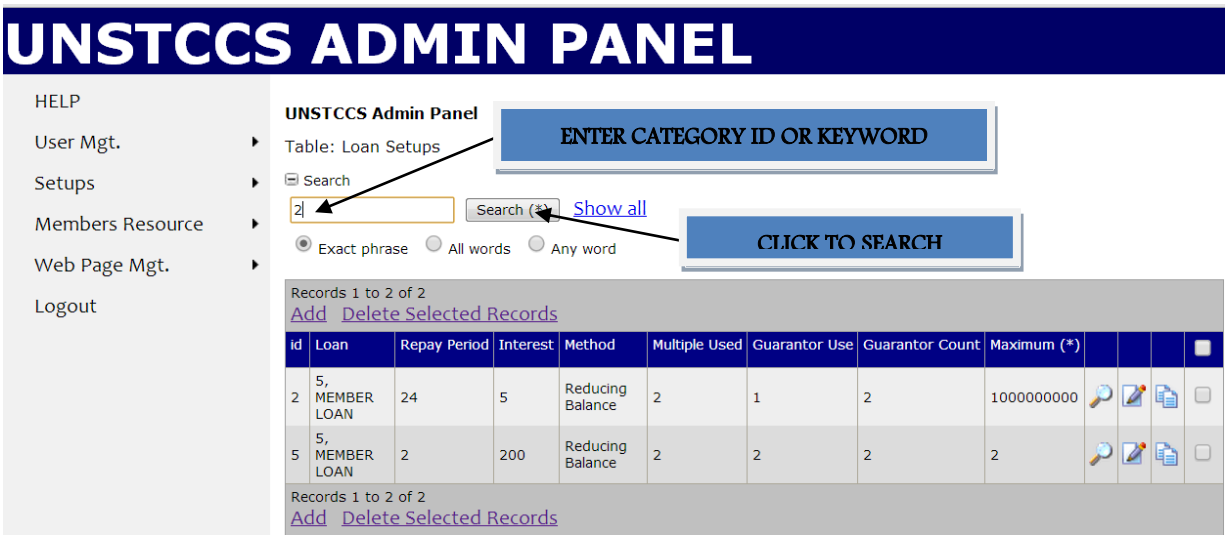
You can make changes to the **loan, Repayment period, Interest, Guarantor used and etc** in the text boxes below.



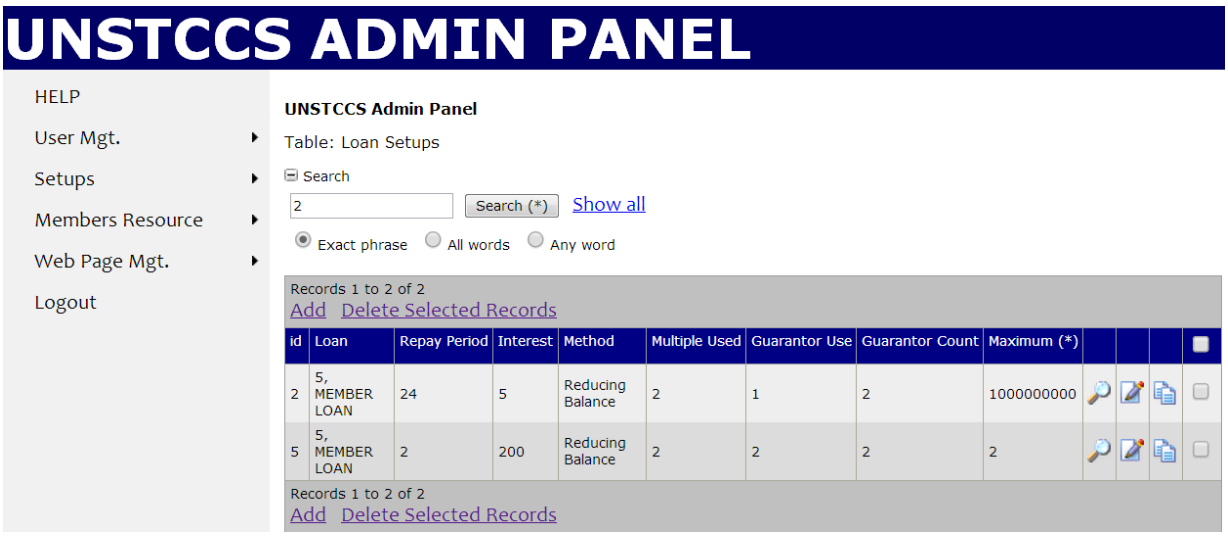
Click on the **Edit Button** to effect changes. If successful, the changes would show on the Loan list.

FUNCTION 3 –SEARCH LOAN

The **search text field** is automatically displayed for you to enter your **keyword/id**. You can search for **a record** by entering your desired **keyword/id** and clicking on **the search icon** as illustrated below.



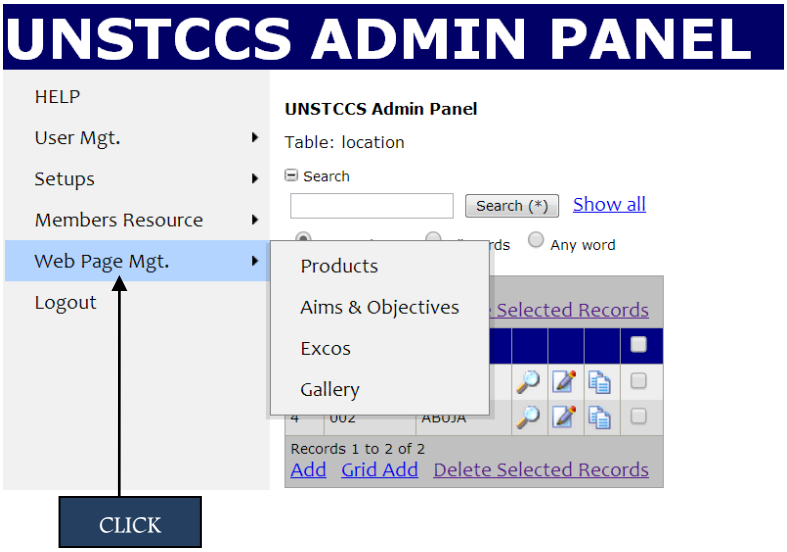
Click on the **Search icon** and the result would be displayed as shown below



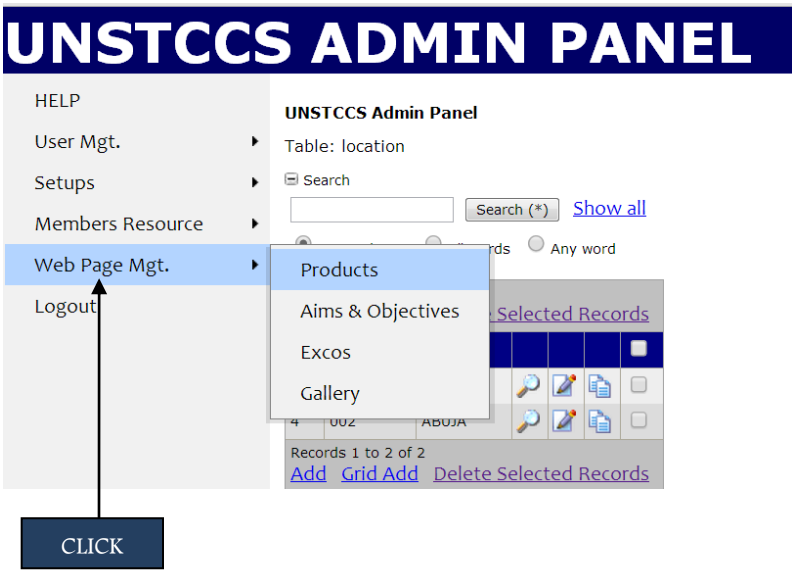
NOTE: All other setups (**Location, Pay-unit, Departments, Member banks and Coop. bank, Setup Loan**) follows the same procedures as the above one(**Catergory setup**) for setups,

STEP 4 – WEBPAGE MANAGEMENT

In this section you will be able to EDIT the **Product, Aims and Objectives, Excos** and also add to the **Gallery**. Click on the web page mgt. module as shown in the diagram below.

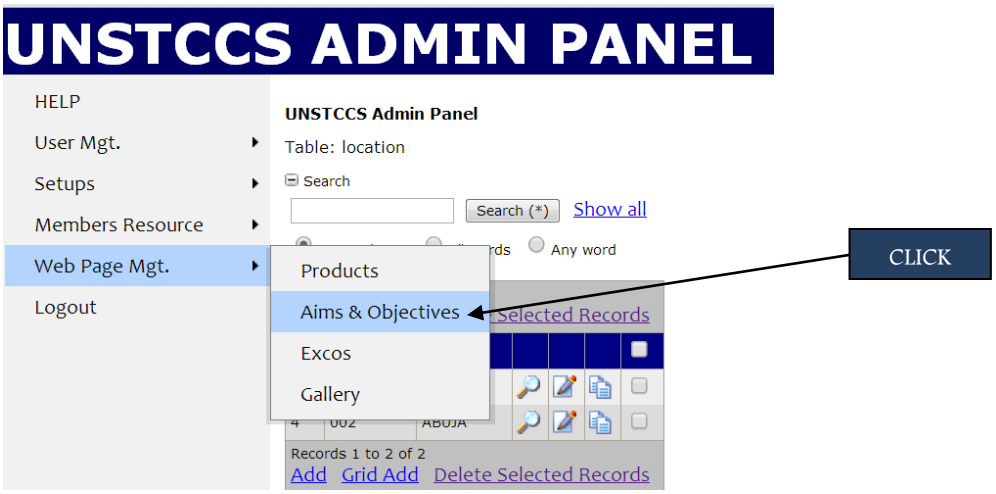


After clicking on the web page mgt. module, a page would display a list of menu(s) as shown below.

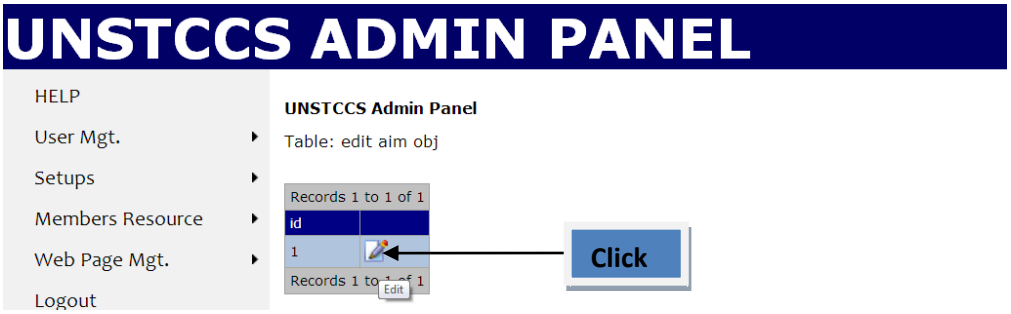


FUNCTION 1 – EDIT AIMS AND OBJECTIVES

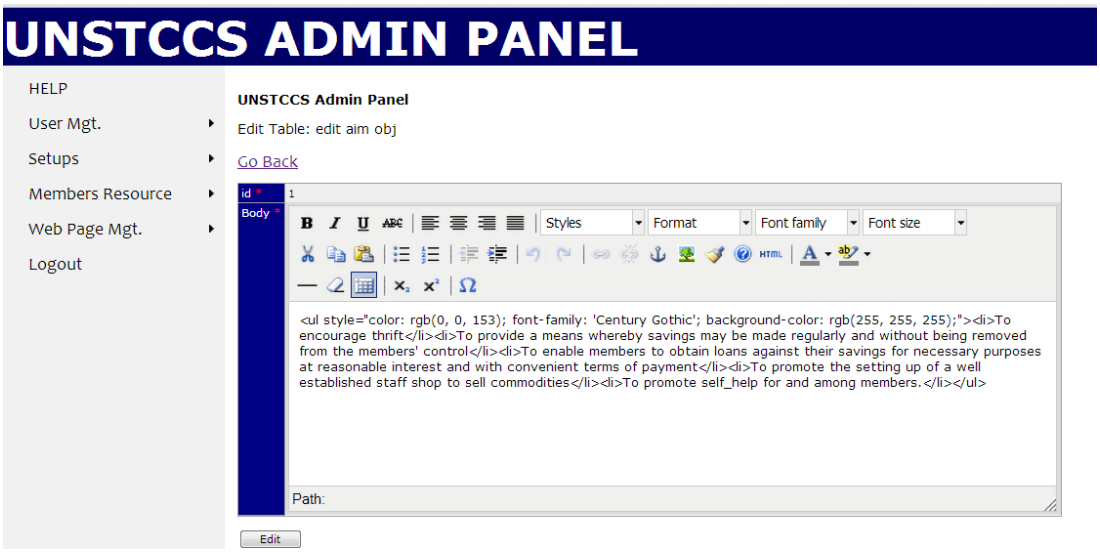
To edit your aims and objectives, click on the aims and objective module as shown in the diagram below.



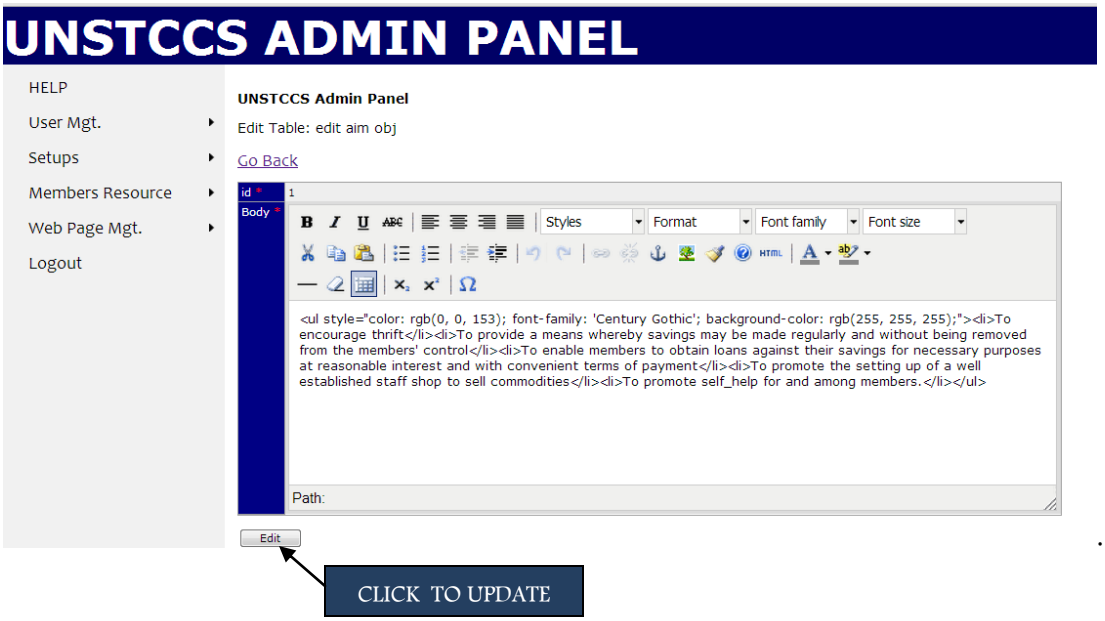
After clicking on the **aims and objectives** module, a page where user would be able to edit existing and type in new aims and objectives would display as shown in the diagrams below.



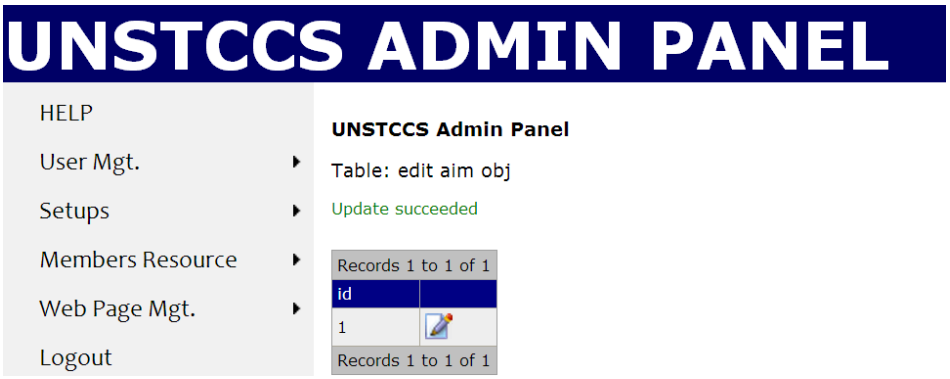
Click on Edit icon which will display the Edit field as shown below.



After editing or imputing new aims and objective, click on the Edit button as shown in the diagram below to save changes

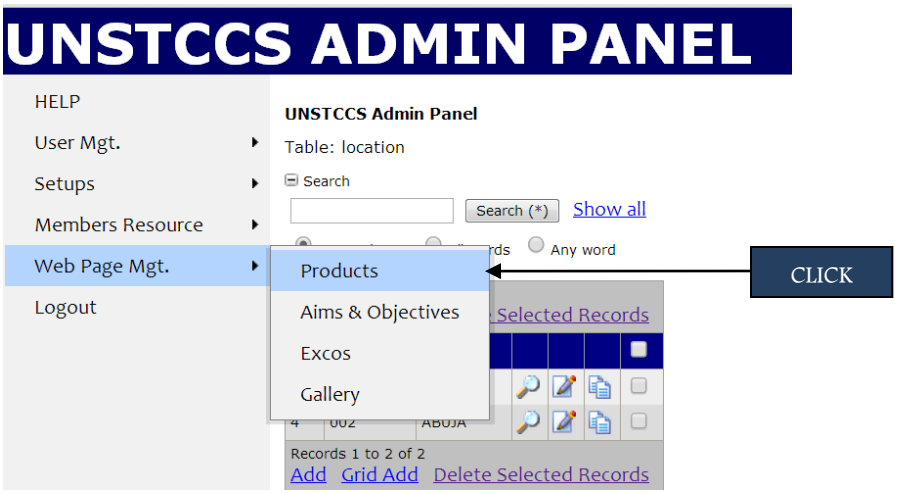


After clicking on the update button, an **'Update succeeded'** message would display as shown below.

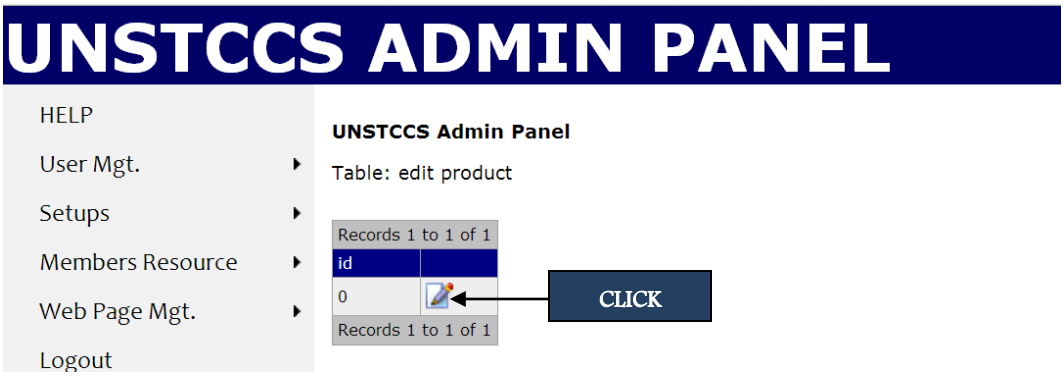


FUNCTION 2 – EDIT PRODUCTS

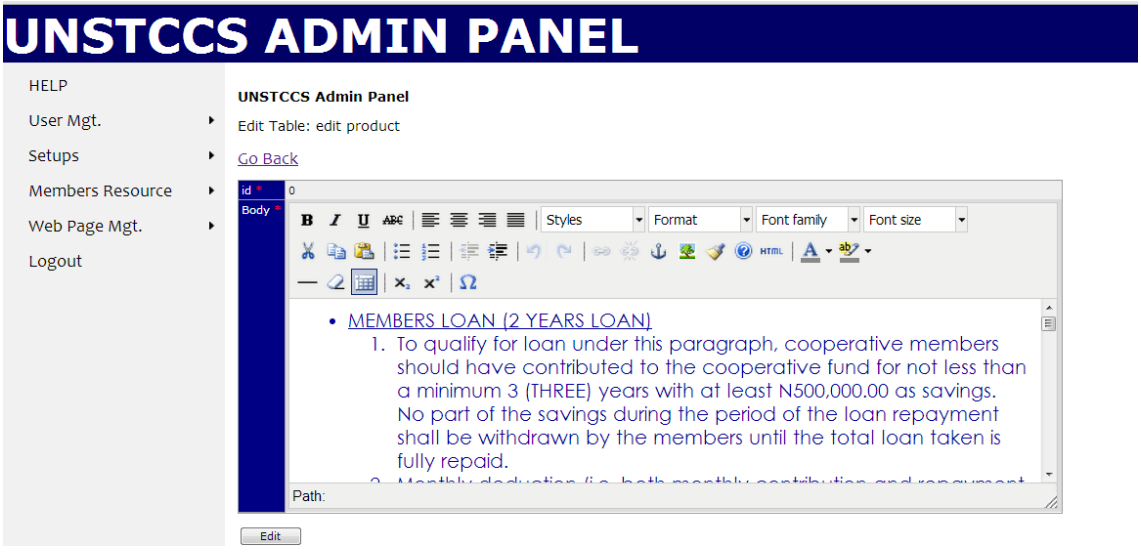
To edit your **Products**, click on the **Web page Mgt.**, move your mouse to **Products** module as shown in the diagram below.



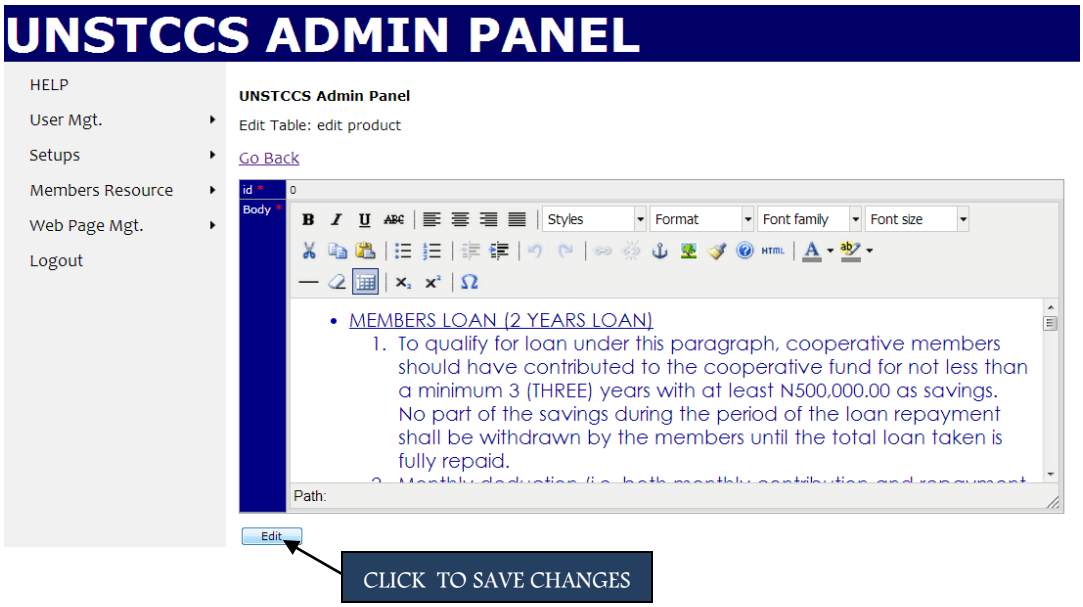
After clicking on the product module, a page where user would be able to edit existing and add in new products would display as shown in the diagram below.



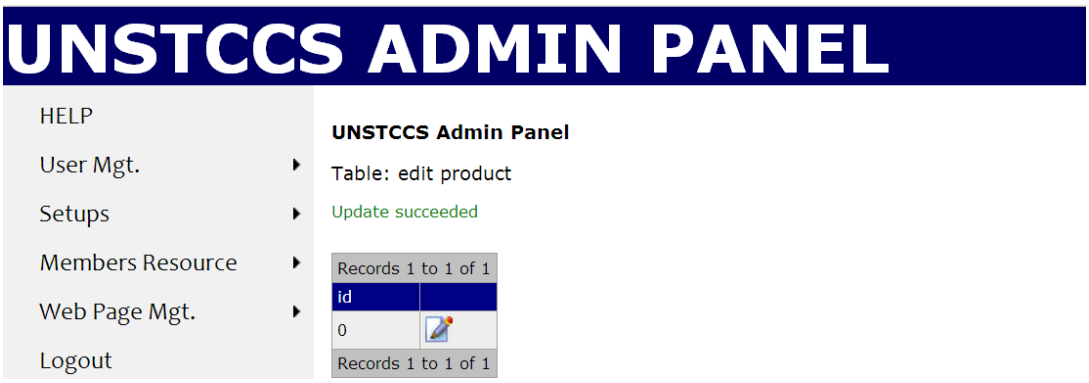
Click on Edit icon which displays the Edit field as shown below.


UNSTCCS ADMIN PANEL
HELP
User Mgt.
Setups
Members Resource
Web Page Mgt.
Logout
UNSTCCS Admin Panel
Edit Table: edit product
Go Back
id
Body
Styles
Format
Font family
Font size
MEMBERS LOAN (2 YEARS LOAN)
1. To qualify for loan under this paragraph, cooperative members should have contributed to the cooperative fund for not less than a minimum 3 (THREE) years with at least N500,000.00 as savings. No part of the savings during the period of the loan repayment shall be withdrawn by the members until the total loan taken is fully repaid.
Path:
Edit

After editing or adding new products, click on the Edit button as shown in the diagram below to save changes.

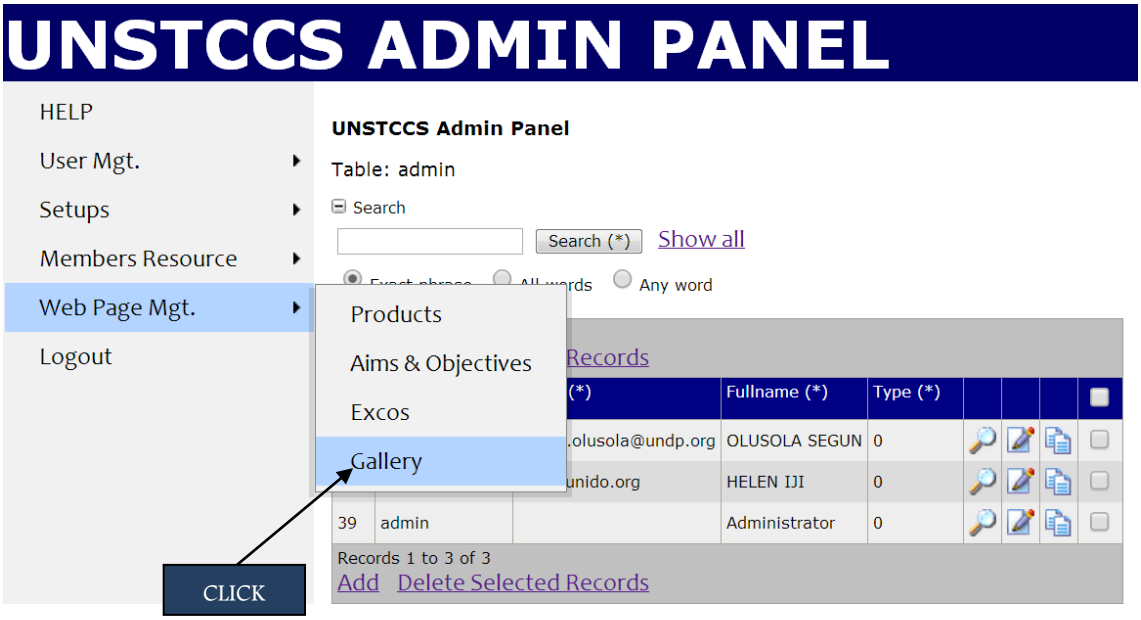

UNSTCCS ADMIN PANEL
HELP
User Mgt.
Setups
Members Resource
Web Page Mgt.
Logout
UNSTCCS Admin Panel
Edit Table: edit product
Go Back
id *
0
Body *
Styles
Format
Font family
Font size
MEMBERS LOAN (2 YEARS LOAN)
1. To qualify for loan under this paragraph, cooperative members should have contributed to the cooperative fund for not less than a minimum 3 (THREE) years with at least N500,000.00 as savings. No part of the savings during the period of the loan repayment shall be withdrawn by the members until the total loan taken is fully repaid.
Path:
Edit
CLICK TO SAVE CHANGES

After clicking on the update button, an **'Update succeeded'** message would display as shown below.

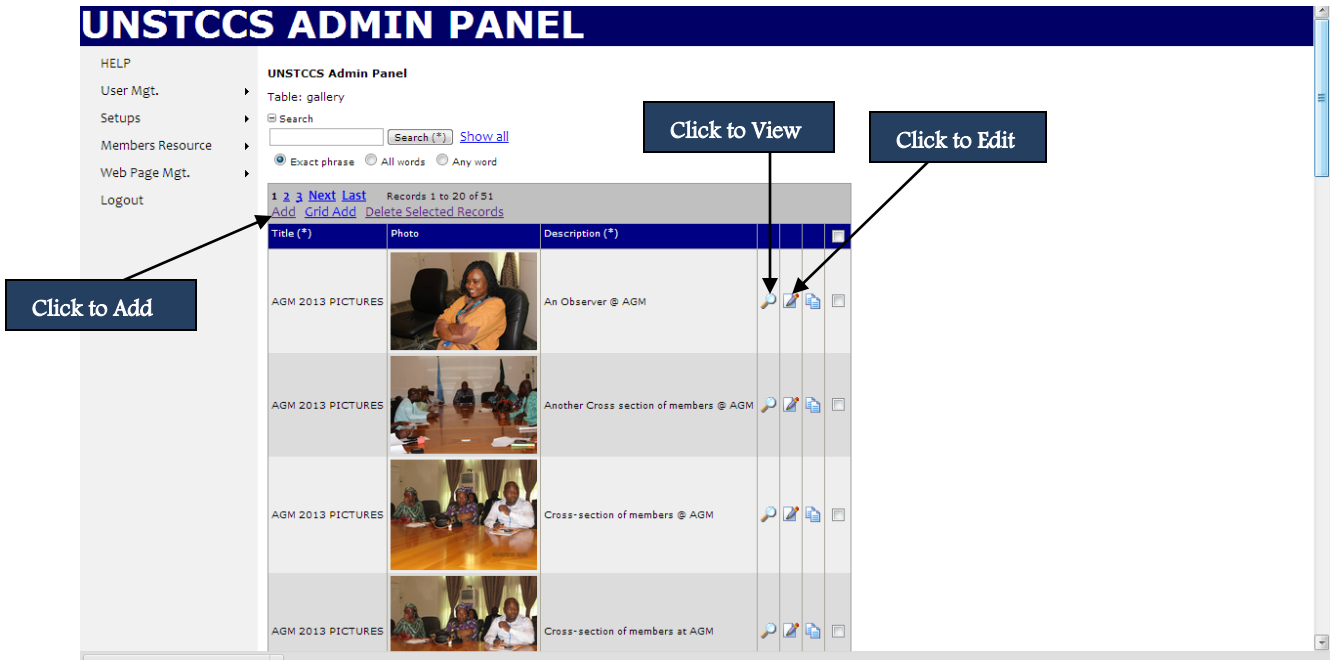


FUNCTION 3 – GALLERY

User can add more pictures to the gallery, just click on gallery module as shown in the diagram below.

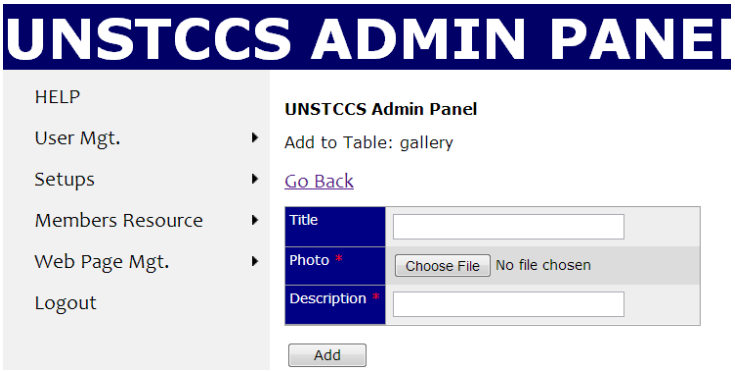


After clicking on gallery module, a page would display as shown below, where you could add a new gallery, edit, update and effect changes to an existing gallery.



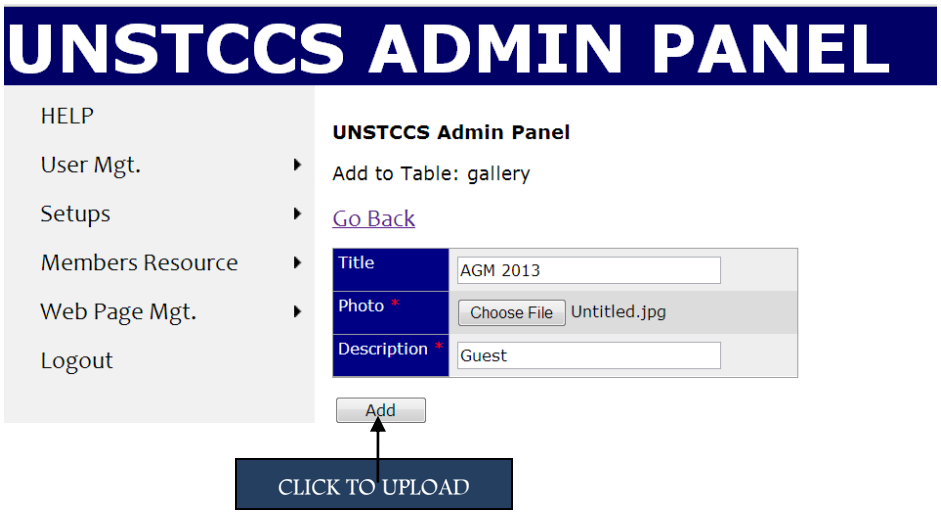
Adding a new record to Gallery

Click on Add as indicated above to add a new record to the gallery. Clicking on Add opens a new a page as shown below.



Click on the Choose file button to select the picture you want to upload either after you might have entered your Title details and Description in the textbox as shown below.

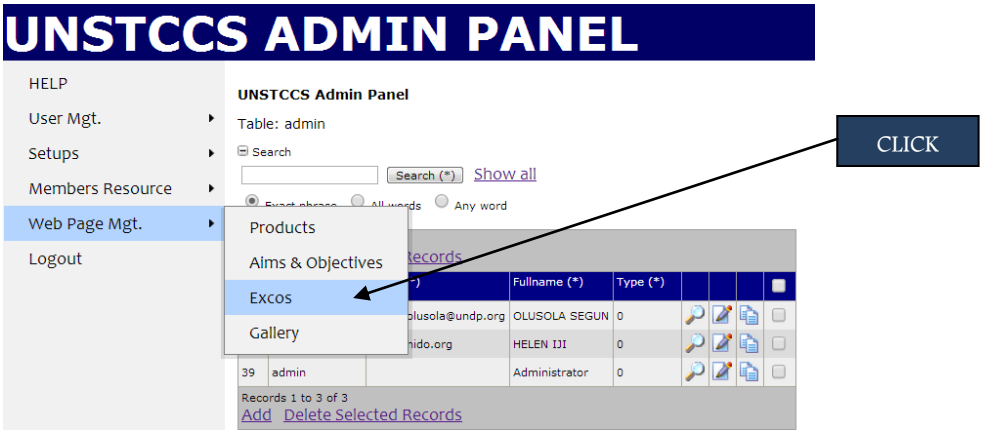
Select the picture from where it's been saved on your computer, and then click on the open button. This displays as shown below.



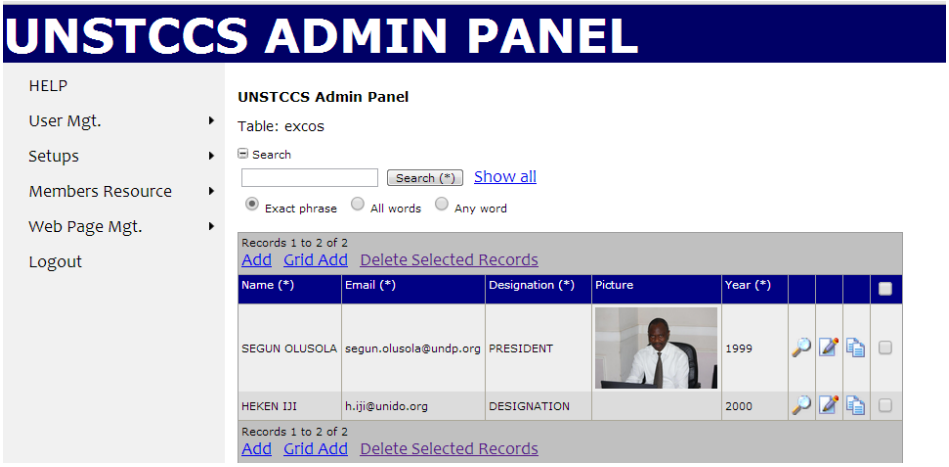
If your picture is successfully uploaded, a page would display as shown below, showing the picture information.

FUNCTION 4 – EXCOS.

In this section you will be able to view the statement of account of each coop Member, send Text messages and E-mails to coop members, and also sent a user password to members. Click on the web page mgt. module; select **Excos** as shown in the diagram below.

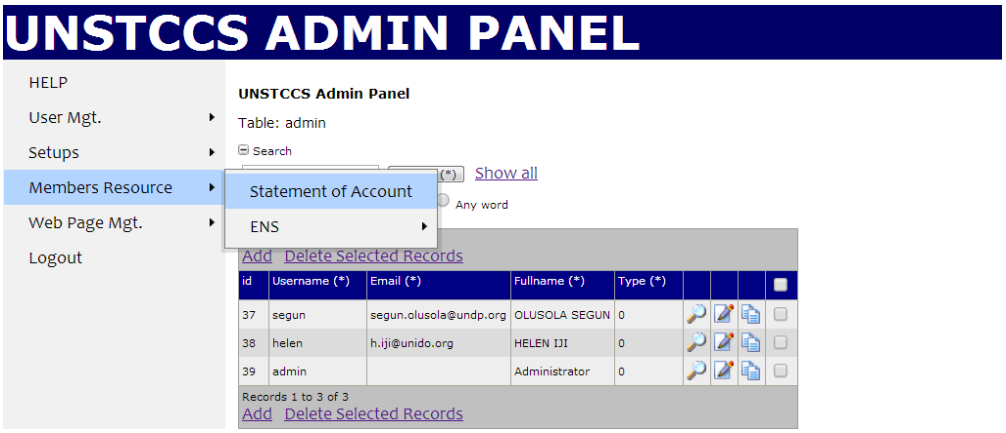


After clicking on the Excos module, a page displays as shown below were you can add, edit, view, search, and delete. With previous knowledge, I guess you be able to play around the below page.

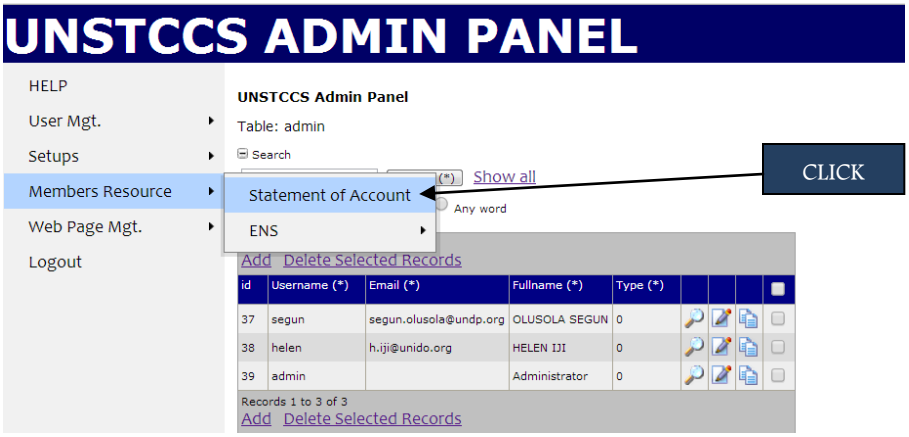


STEP 5 – Members Resources

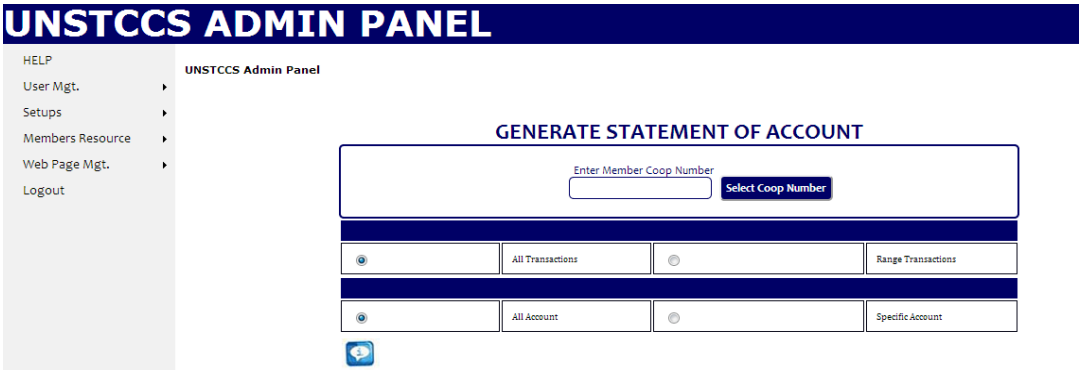
This section is divided into two (2) parts which includes the **Statement of Account** and the **ENS** as shown below.



FUNCTION 1 –STATEMENT OF ACCOUNT

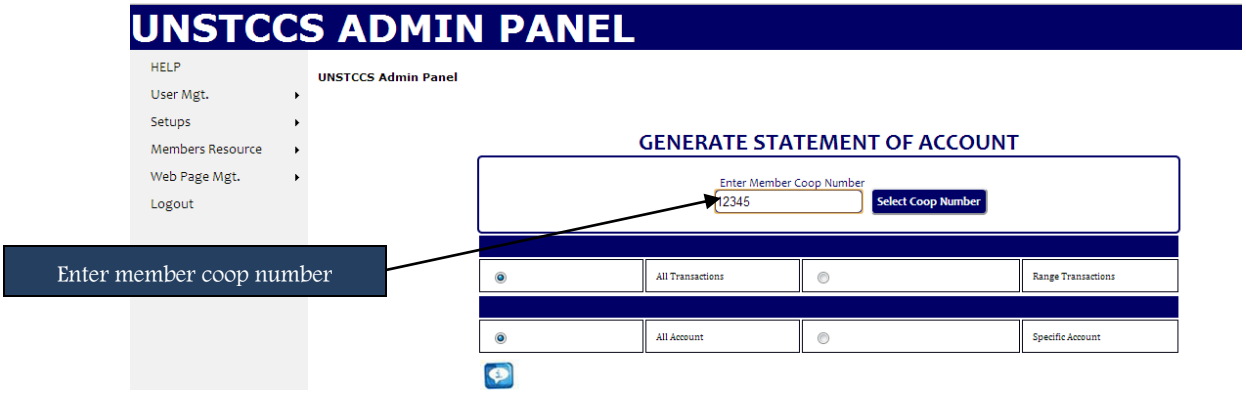


Click on the **the statement of account** as displayed above, this comes up as shown below.

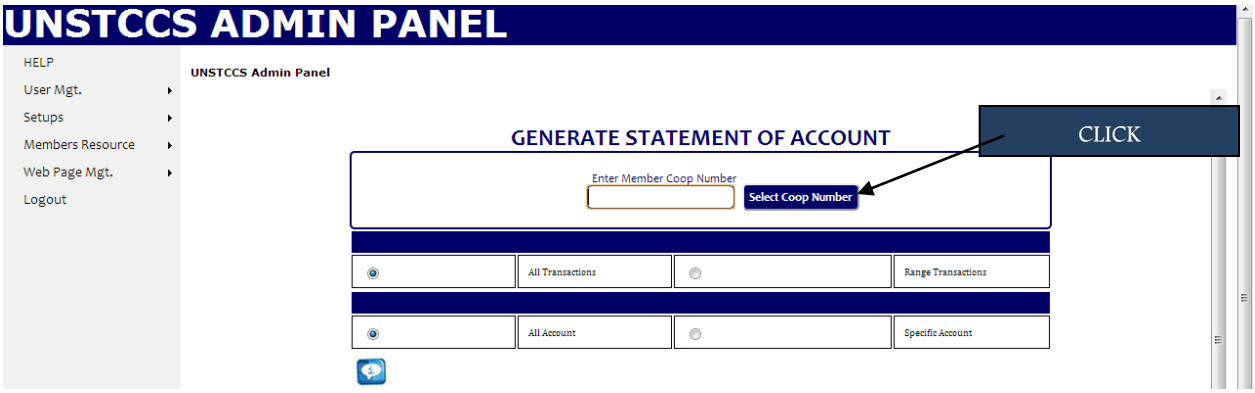


Generate Statement of Account

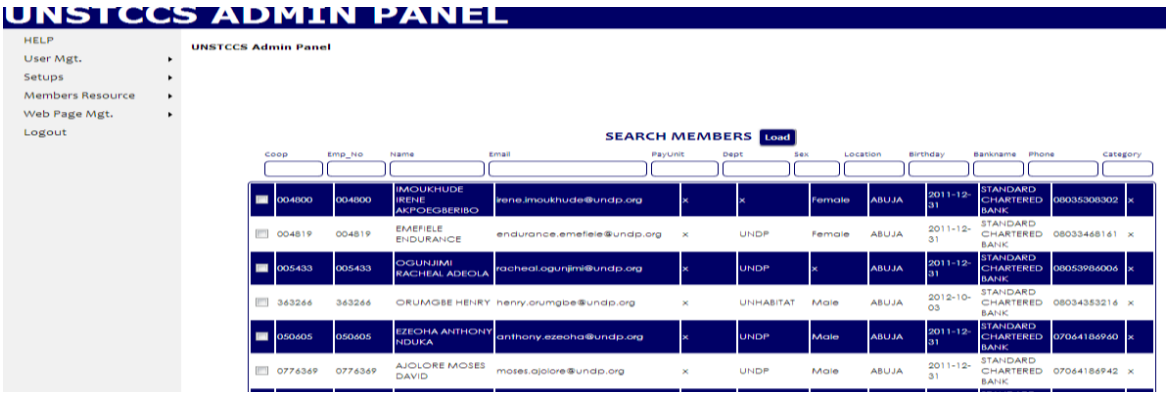
To generate statement of account Enter Member coop number or select coop number



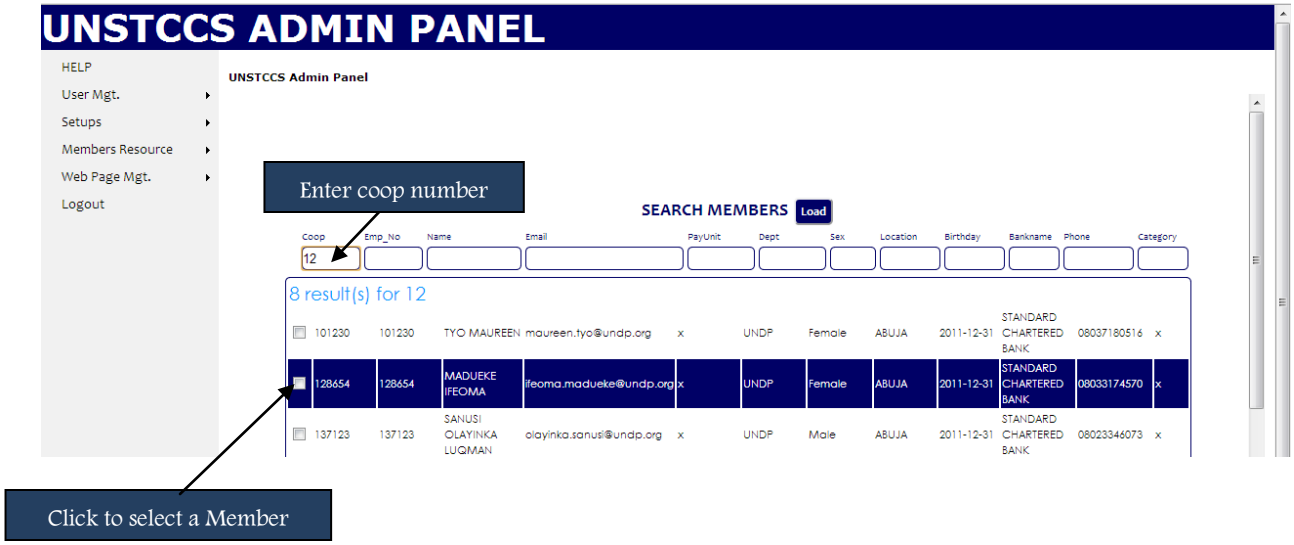
Or click on the select coop number to view the selected member.



Once u click on the select coop number a page will pop up displayed as shown below.



Search for Member either through their Coop no, Emp_no, Names or E-mail address.



BASIC VIEW OF GENERATING STATEMENT OF ACCOUNT

(i) **All transactions against all Accounts:** This previews all statement of account done from inception till date for all Accounts

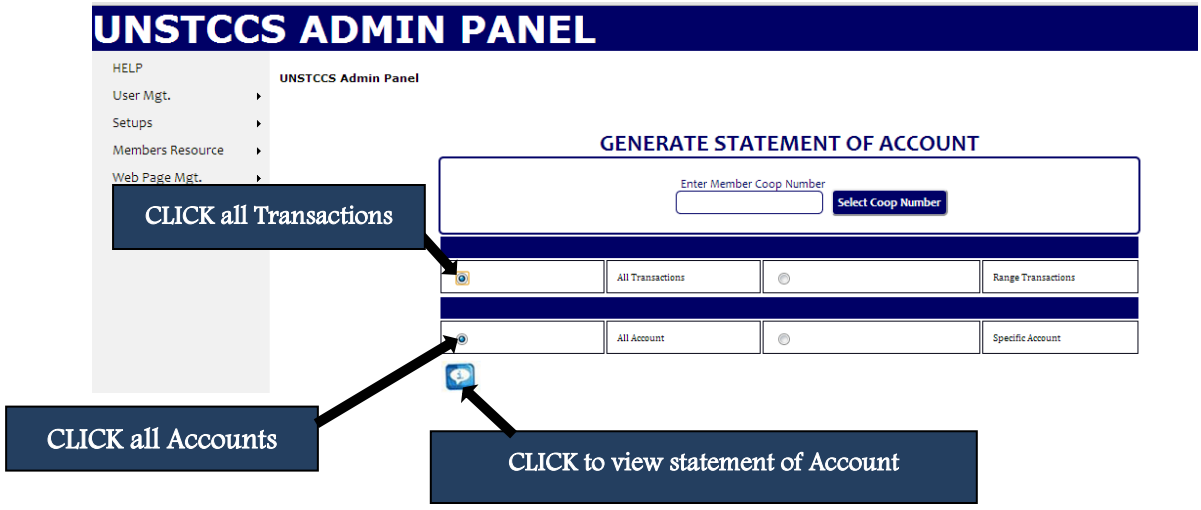
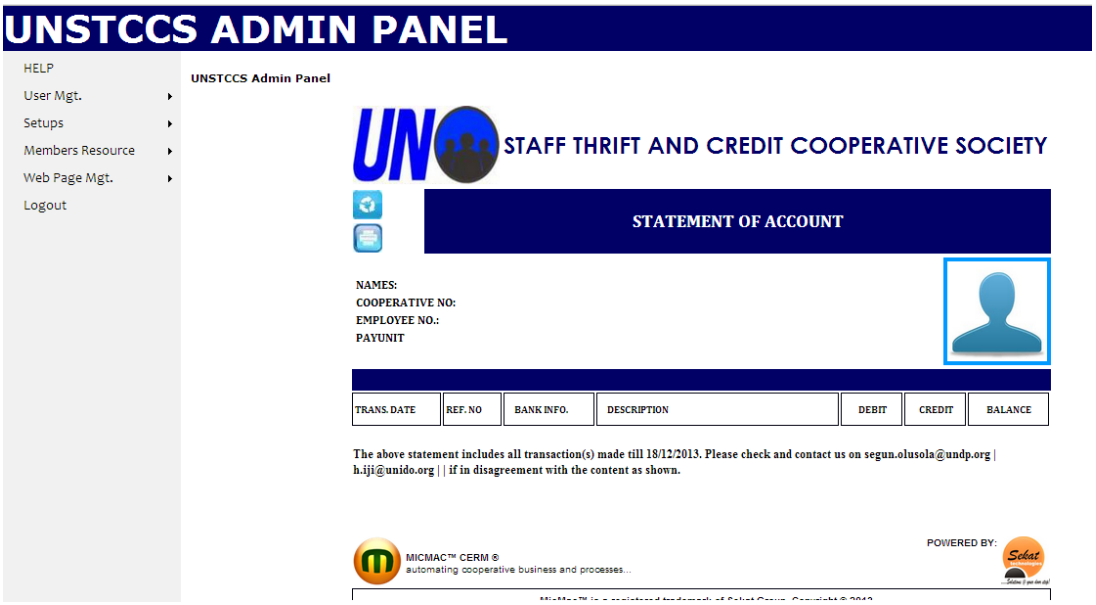


Fig 1: Statement shows Statement for all Accounts from inception.



(ii) **All Transactions against Specific Account.** This previews all statement of Account from inception till date for any specific Account chosen by the member or Account holder.

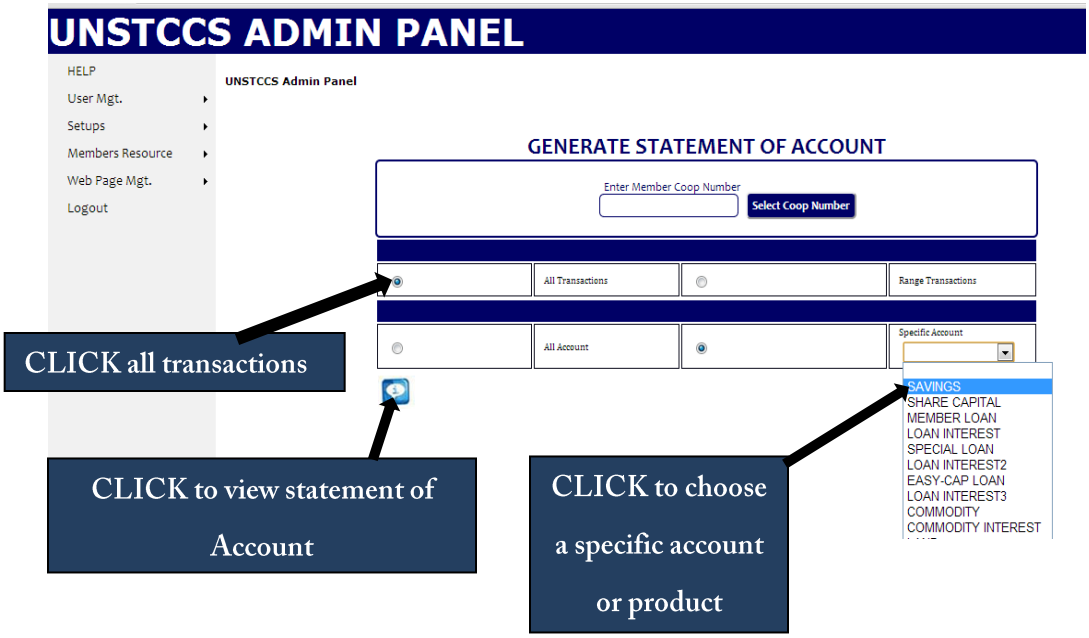
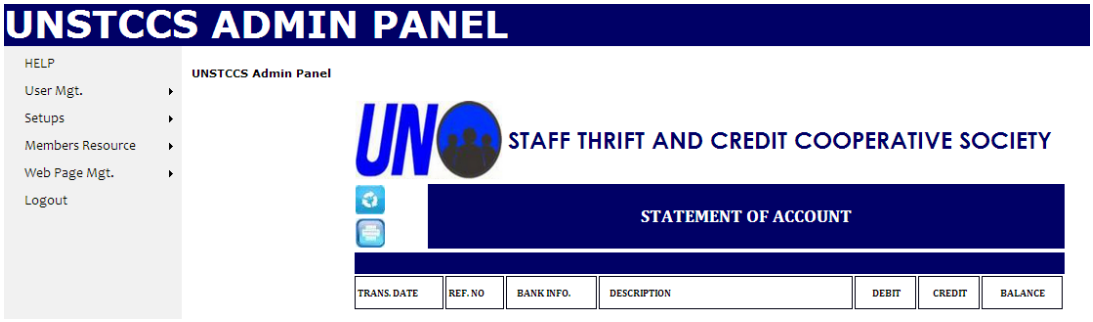


Fig 2 Statement shows statement for Savings Account from inception



(iii) ***Specific Transactions against All Account:*** This previews the statement of Account that fall in between the member's chosen dates for all Accounts

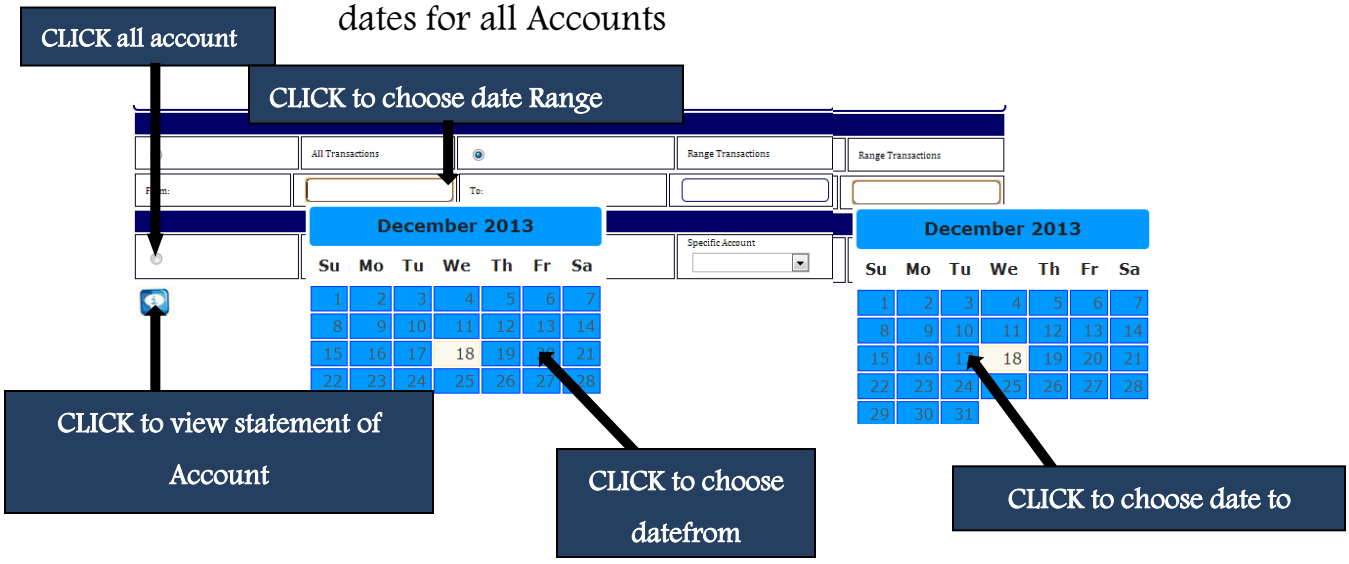


Fig 3 This shows Statement of Account from 07/04/2013 to 07/12/2013 for all Accounts

(iv) **Specific Transactions against Specific Account:** This previews statement of Account that fall in-between the member's chosen dates for selected accounts.

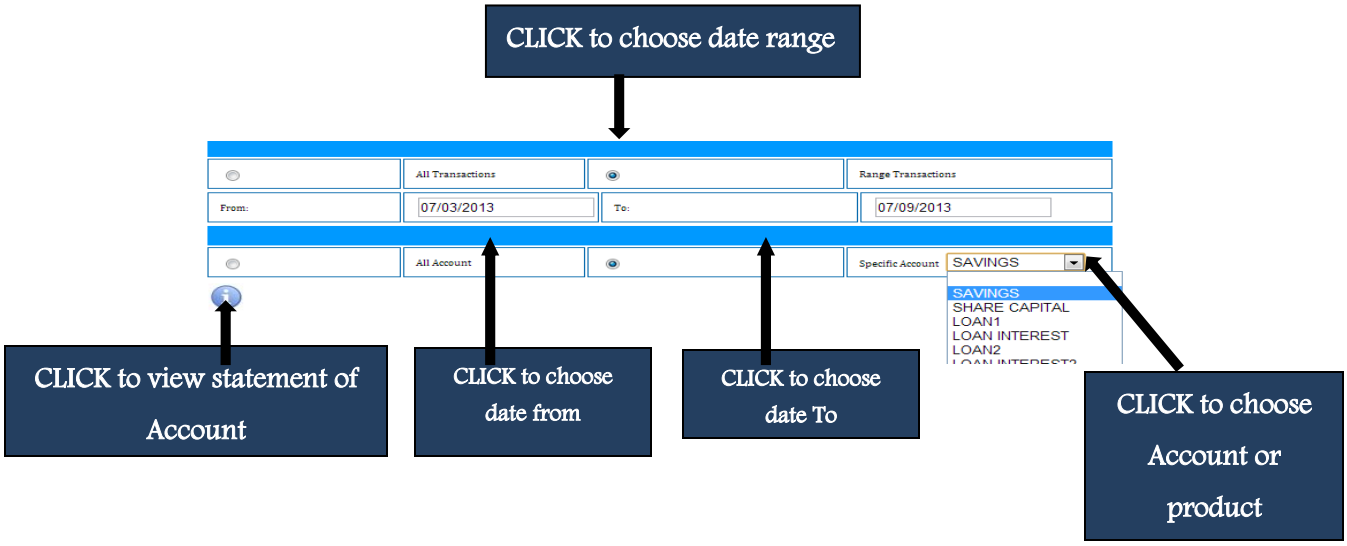
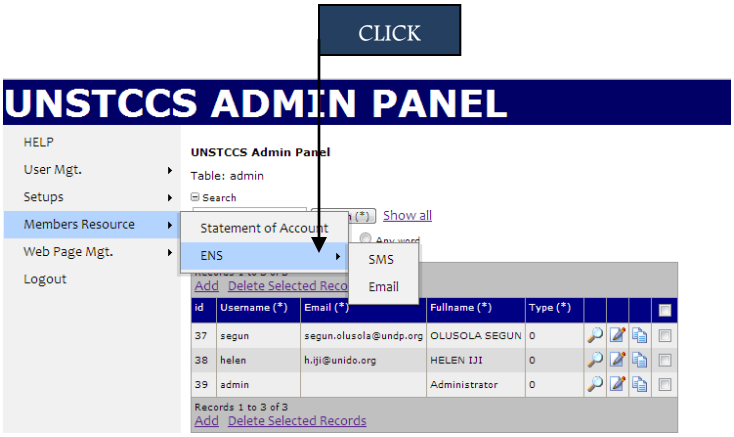


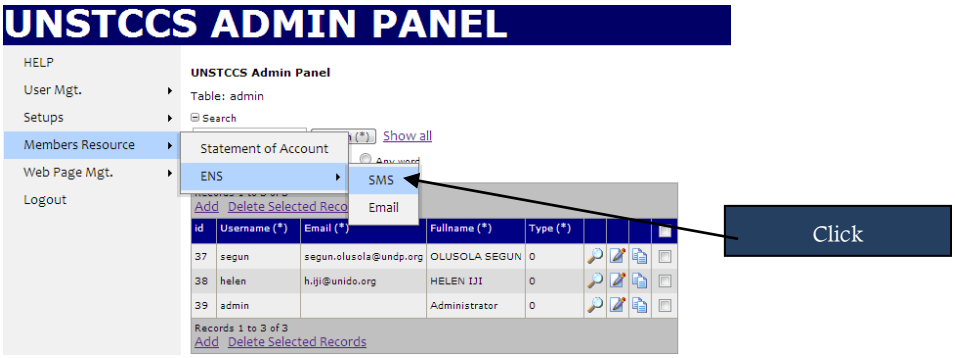
Fig 4. Statement shows transactions from 07/03/2013 to 07/09/2013 for Savings Account or product.

FUNCTION 2 –ENS …

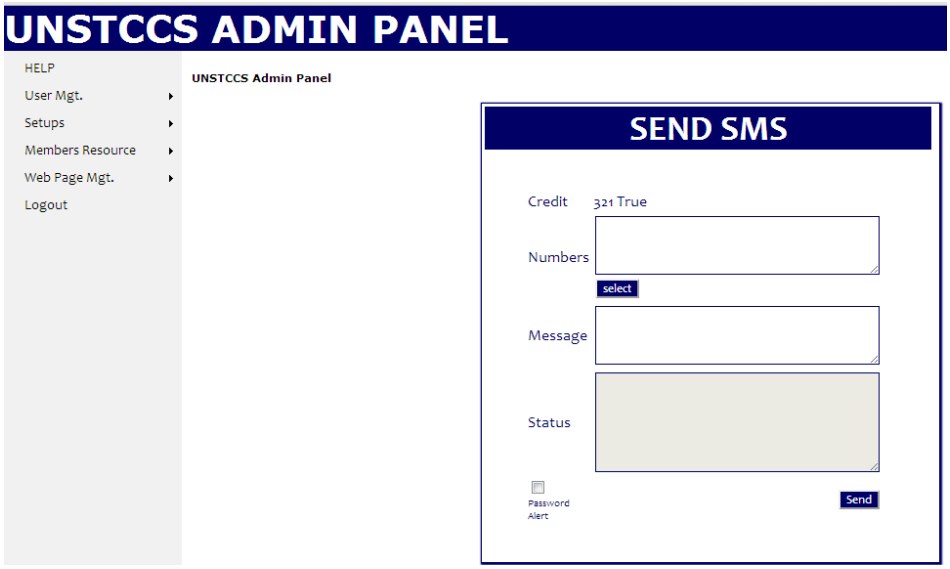


Click on the **the ENS** and the ENS page comes up with SMS or EMAIL options for you to select from as shown above.

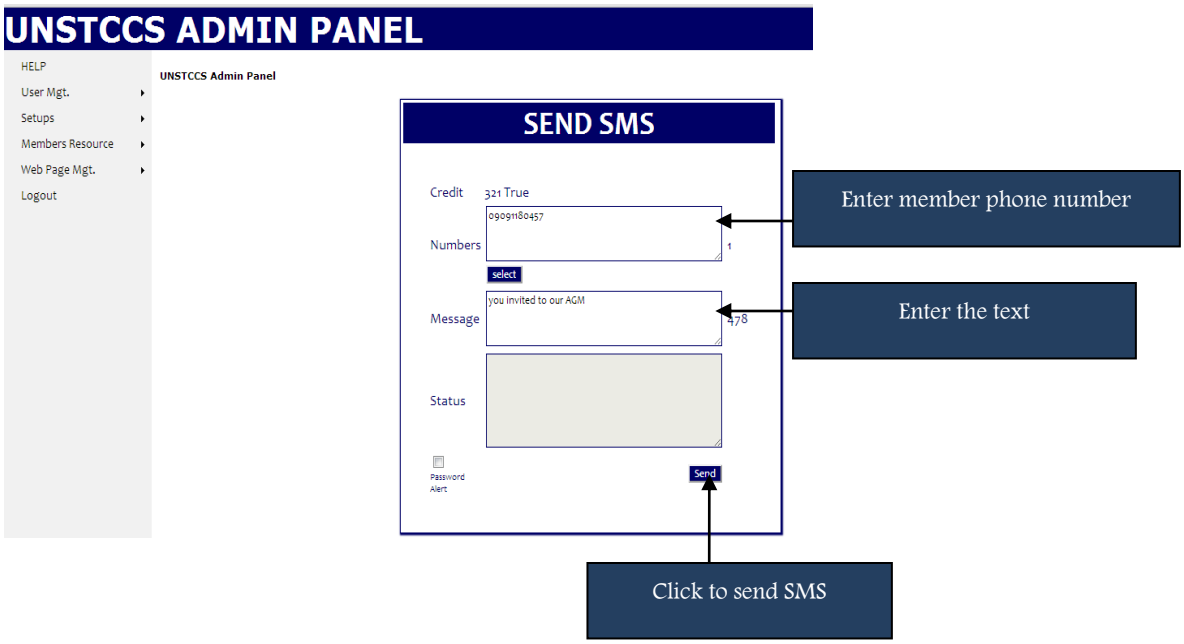
(1) ***SMS:*** This allows the Admin to send message to all members to their phone numbers.



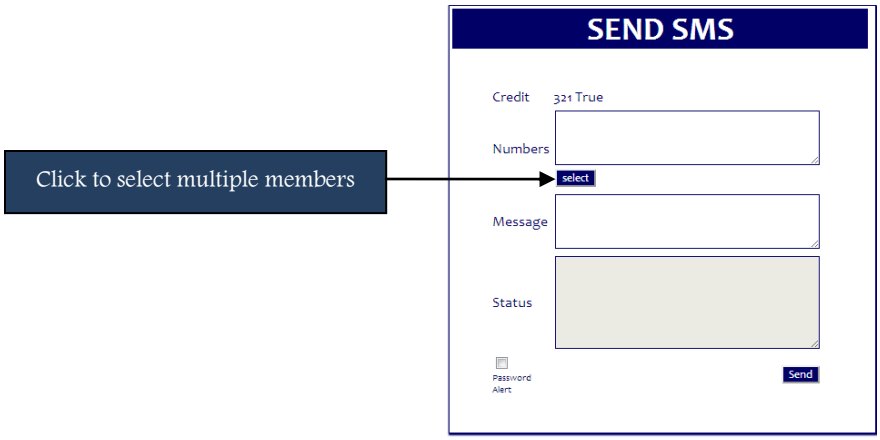
When the SMS icon is clicked it displayed as shown below



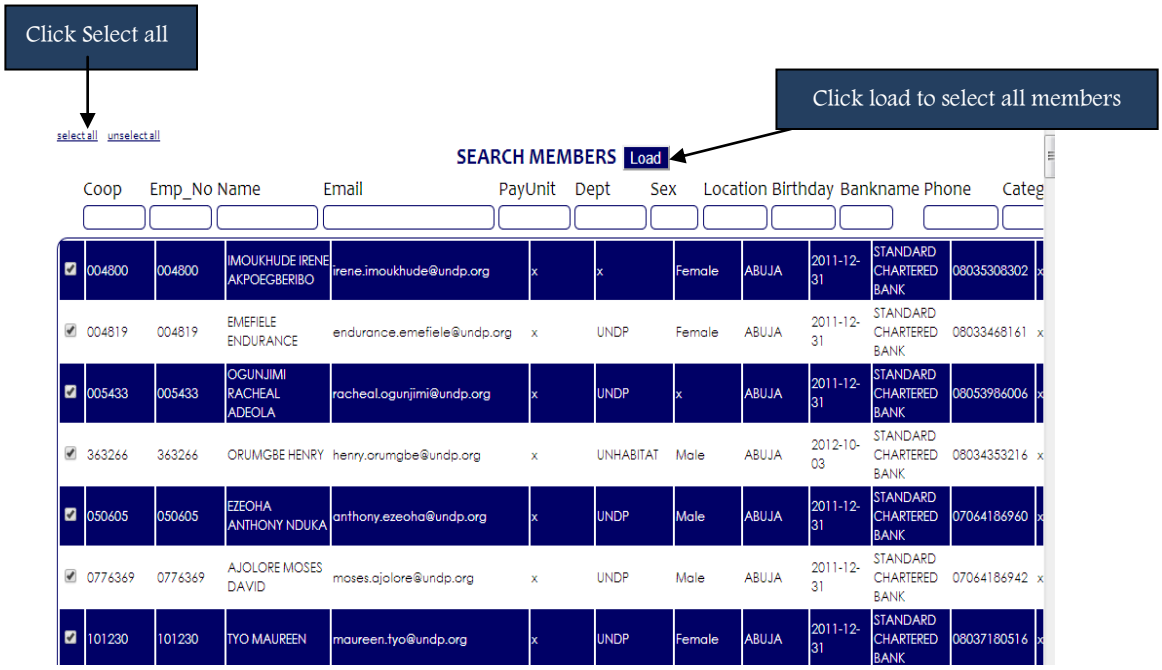
(i) To send to a single member



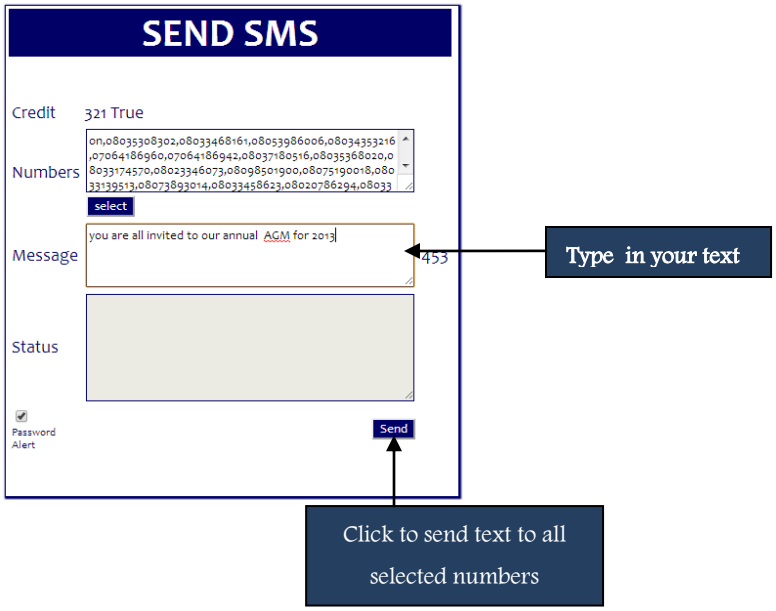
(ii) Send SMS to Multiple Members



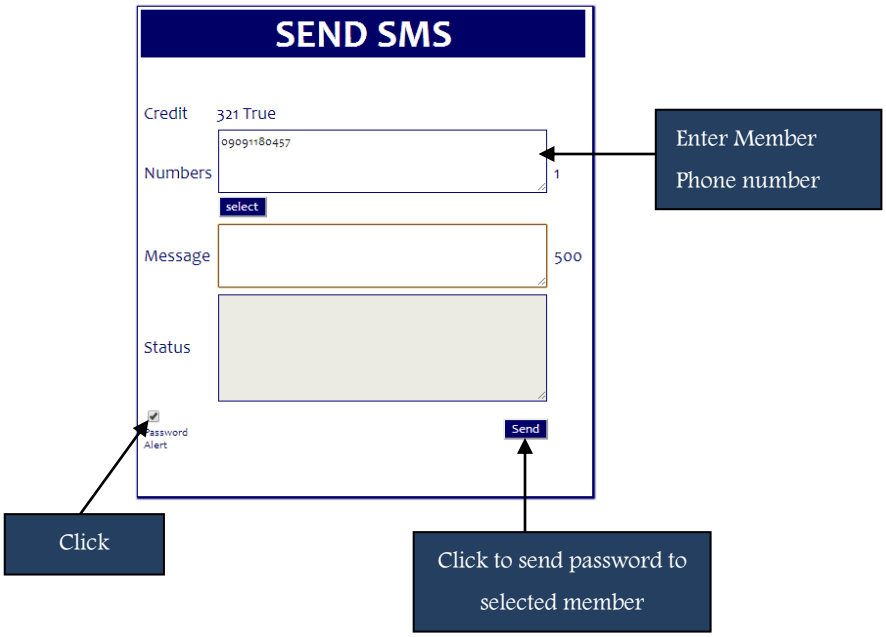
Click Select to load all members, it would be displayed as shown below.


Click Select all
select all unselect all
Click load to select all members
SEARCH MEMBERS Load
Coop Emp_No Name Email PayUnit Dept Sex Location Birthday Bankname Phone Categ
004800 004800 IMOUKHUDE IRENE AKPOEGBERIBO irene.imoukhude@undp.org x x Female ABUJA 2011-12-31 STANDARD CHARTERED BANK 08035308302
004819 004819 EMEFIELE ENDURANCE endurance.emefiele@undp.org x UNDP Female ABUJA 2011-12-31 STANDARD CHARTERED BANK 08033468161
005433 005433 OGUNJIMI RACHEAL ADEOLA racheal.ogunjimi@undp.org x UNDP x ABUJA 2011-12-31 STANDARD CHARTERED BANK 08053986006
363266 363266 ORUMGBE HENRY henry.orumgbe@undp.org x UNHABITAT Male ABUJA 2012-10-03 STANDARD CHARTERED BANK 08034353216
050605 050605 EZEOHA ANTHONY NDUKA anthony.ezeoha@undp.org x UNDP Male ABUJA 2011-12-31 STANDARD CHARTERED BANK 07064186960
0776369 0776369 AJOLORE MOSES DAVID moses.ajolore@undp.org x UNDP Male ABUJA 2011-12-31 STANDARD CHARTERED BANK 07064186942
101230 101230 TYO MAUREEN maureen.tyo@undp.org x UNDP Female ABUJA 2011-12-31 STANDARD CHARTERED BANK 08037180516

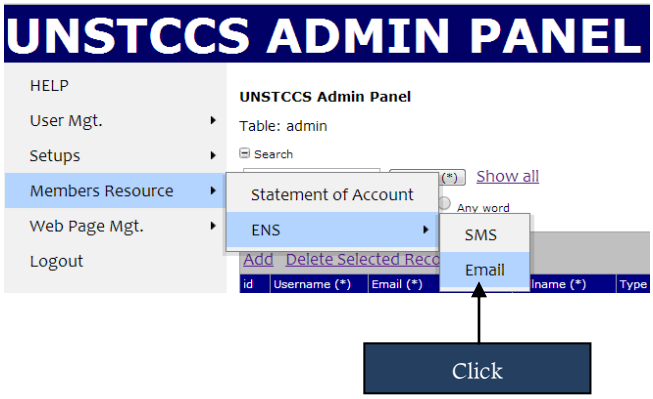
When LOAD is clicked, is displayed as shown below



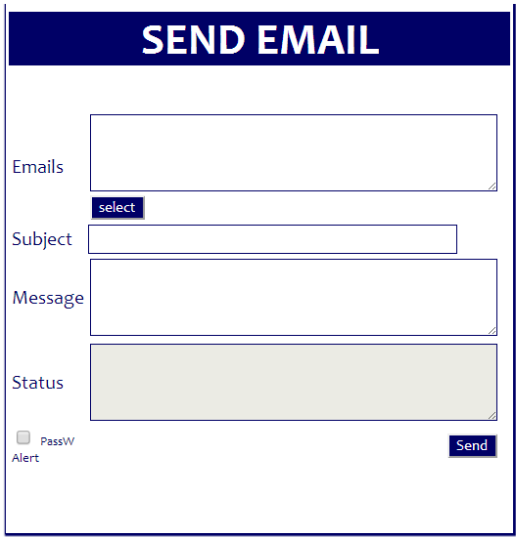
(iii) ***Password alert***: this allows members to retrieve their password



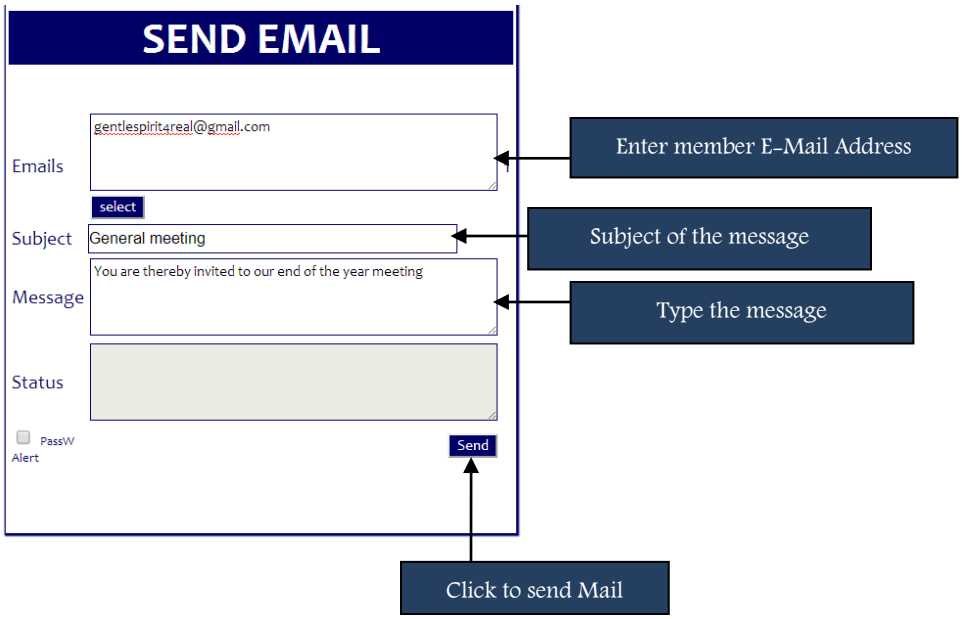
(3) ***MAIL :*** This allows the Admin to send message to all members to their E-mail Address.



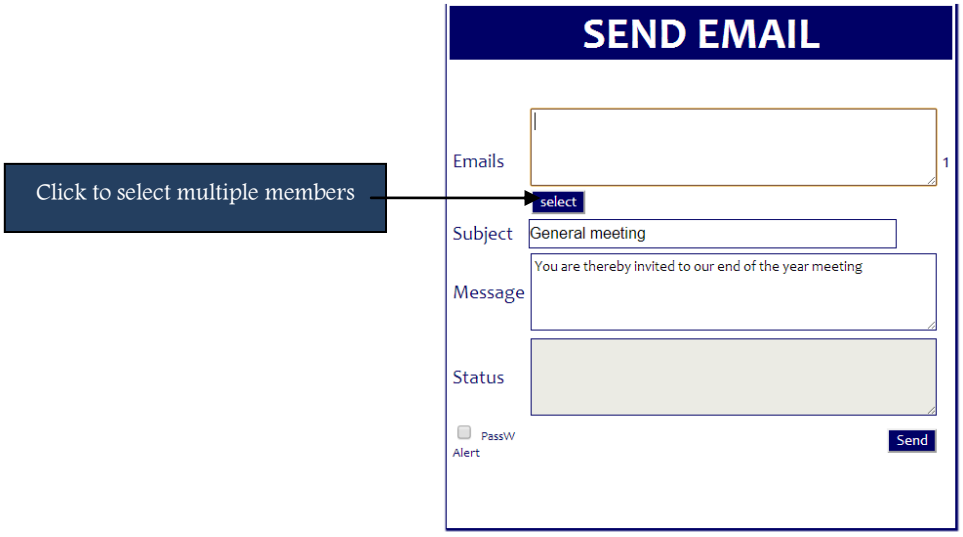
When the MAIL icon is clicked it displayed as shown below



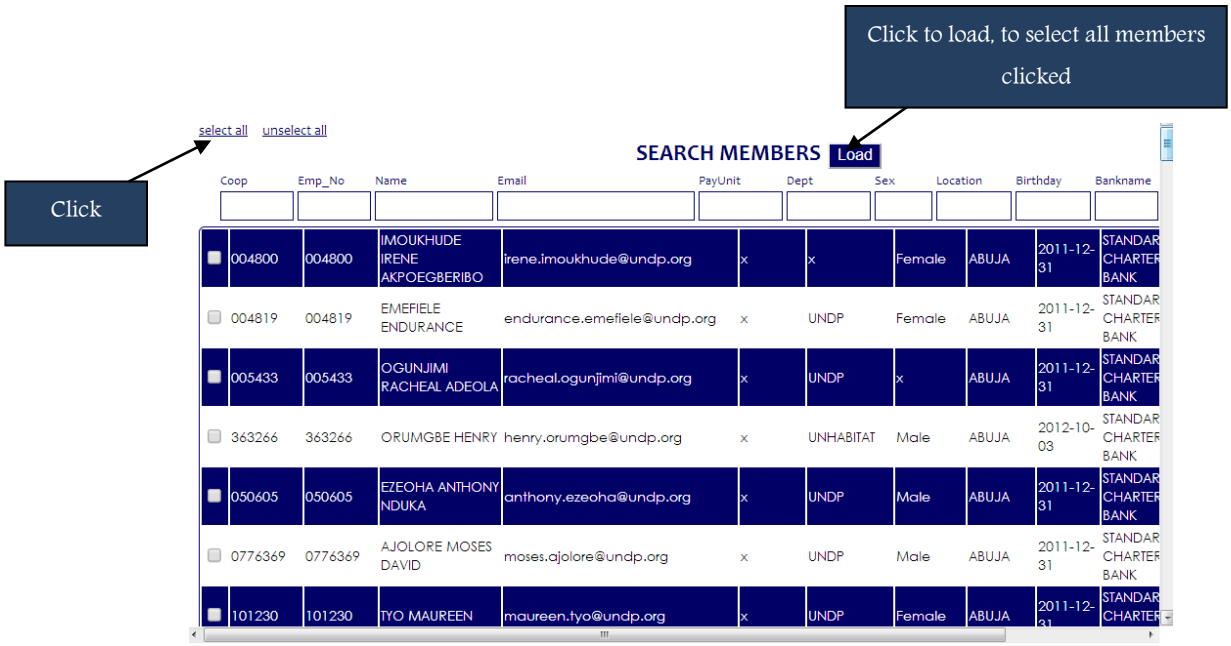
(i) To send to a single member



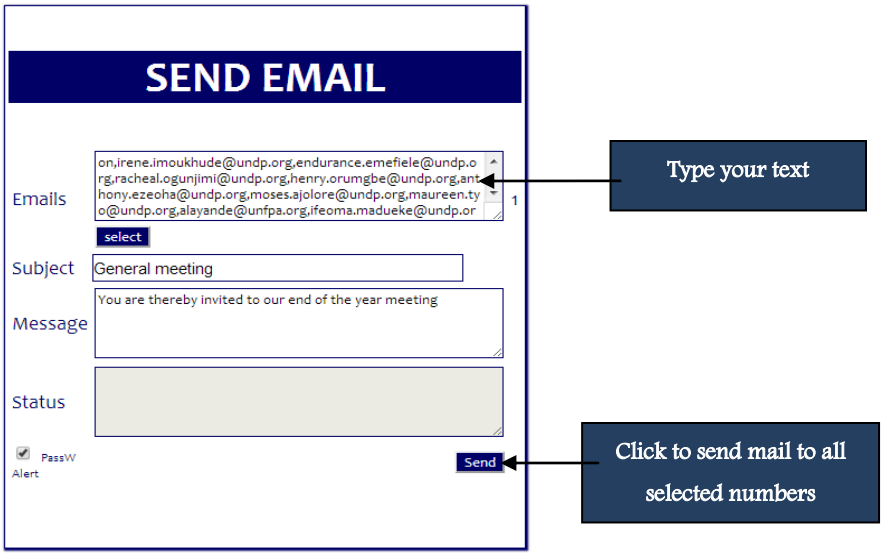
(ii) Send MAIL to Multiple Members



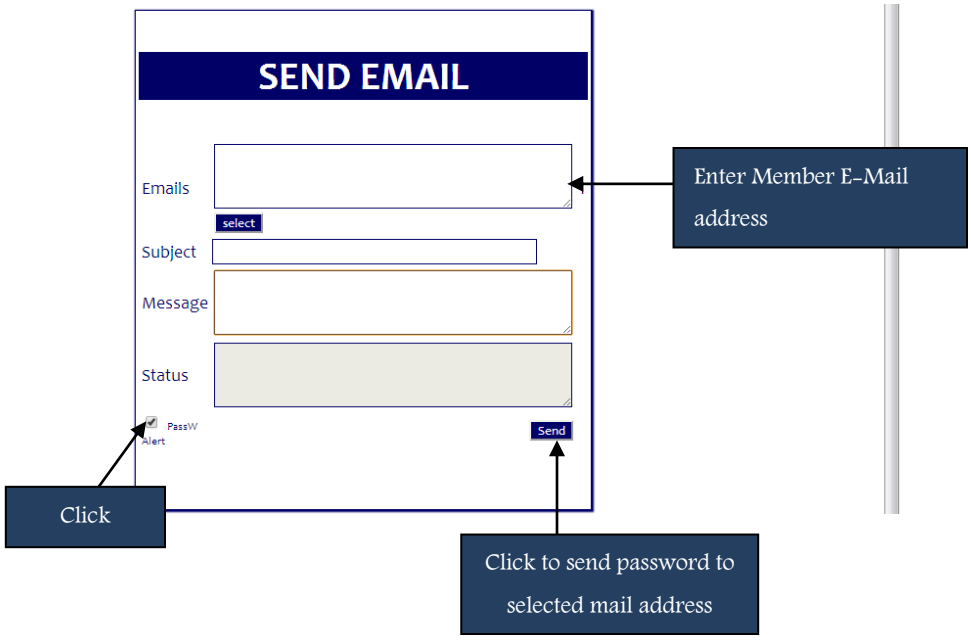
Click Select, it would be displayed as shown below


Click to load, to select all members clicked
Click
select all
unselect all
SEARCH MEMBERS
Load
Coop
Emp_No
Name
Email
PayUnit
Dept
Sex
Location
Birthday
Bankname
004800 004800 IMOUKHUDE IRENE AKPOEGBERIBO irene.imoukhude@undp.org x x Female ABUJA 2011-12-31 STANDARD CHARTERED BANK
004819 004819 EMEFIELE ENDURANCE endurance.emefiele@undp.org x UNDP Female ABUJA 2011-12-31 STANDARD CHARTERED BANK
005433 005433 OGUNJIMI RACHEAL ADEOLA racheal.ogunjimi@undp.org x UNDP x ABUJA 2011-12-31 STANDARD CHARTERED BANK
363266 363266 ORUMGBE HENRY henry.orumgbe@undp.org x UNHABITAT Male ABUJA 2012-10-03 STANDARD CHARTERED BANK
050605 050605 EZEOHA ANTHONY NDUKA anthony.ezeoha@undp.org x UNDP Male ABUJA 2011-12-31 STANDARD CHARTERED BANK
0776369 0776369 AJOLORE MOSES DAVID moses.ajolore@undp.org x UNDP Male ABUJA 2011-12-31 STANDARD CHARTERED BANK
101230 101230 TYO MAUREEN maureen.tyo@undp.org x UNDP Female ABUJA 2011-12-31 STANDARD CHARTERED

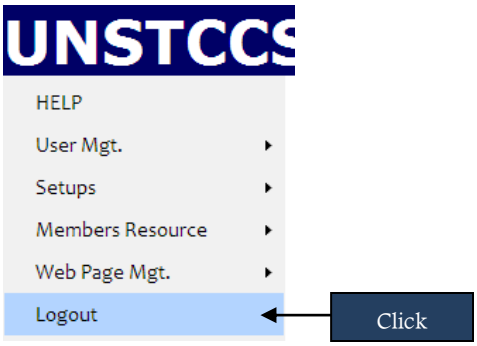
When LOAD is clicked, it displays as shown below.



(iii) ***Password alert***: this allow members to retrieve their password

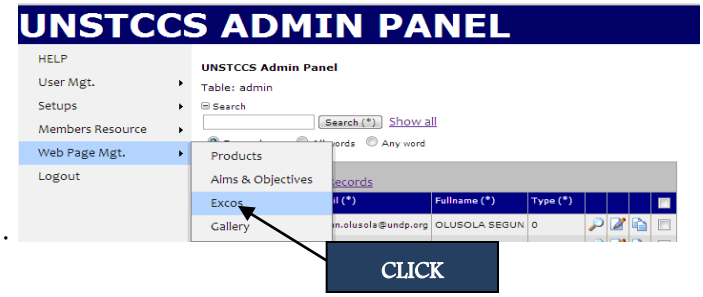


After all this processes, user can now log out.



EXCO'S SETUP .

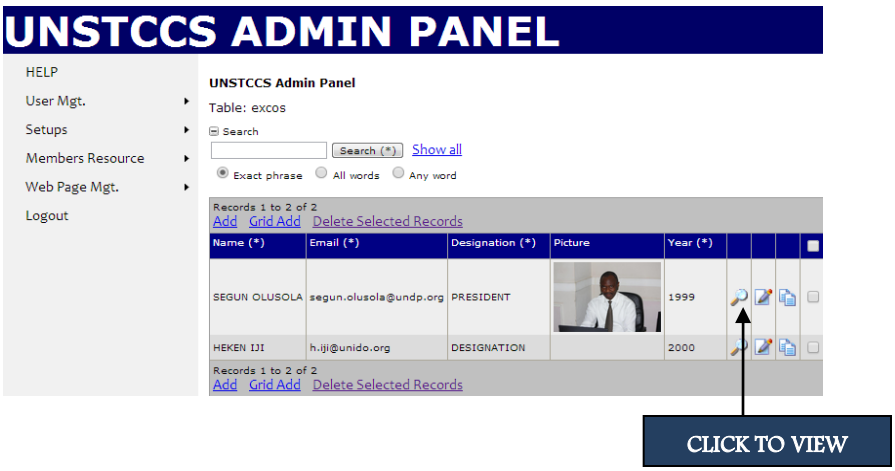
The Exco setup helps administrators to viewed existing and add new Executive members



Click on the Excos Menu as shown in the diagram above to View all added excos (existing excos), Edit and also to add new excos and etc.

FUNCTION 1-VIEW EXCO MEMBER(S)

NB: when you click on excos from the menu(s) options it automatically loads the existing members as shown previously.

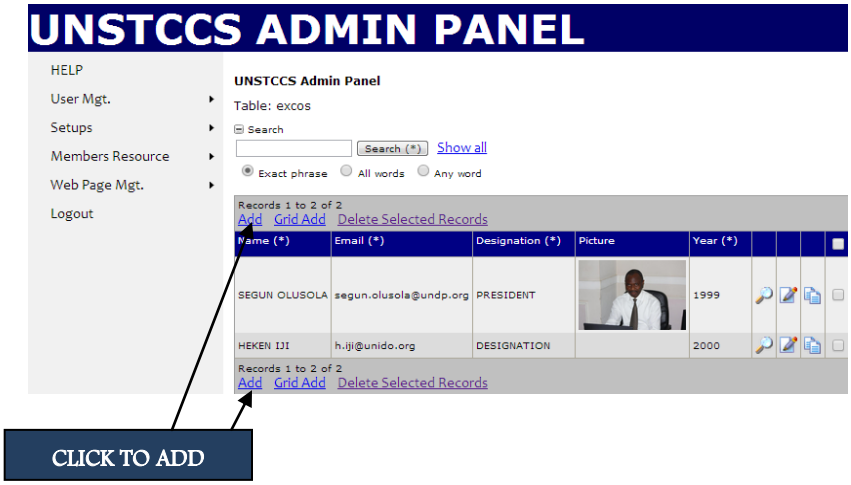


click on the view icon of any excos you want to be viewed as shown in the diagram above, this displays the details of the selected exco member as shown below.

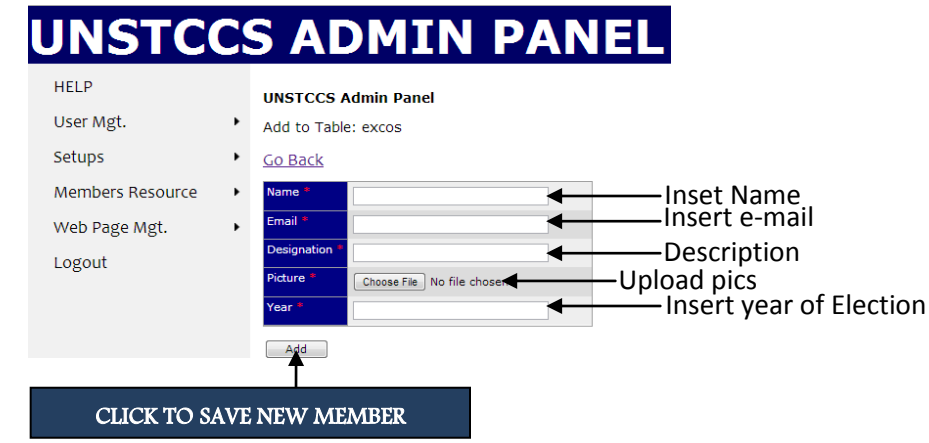
On this page, you would be able to **EDIT** and **DELETE** existing Exco members.

FUNCTION 2– ADD EXCO MEMBER .

NB: You can click on any of the ADD label as shown below

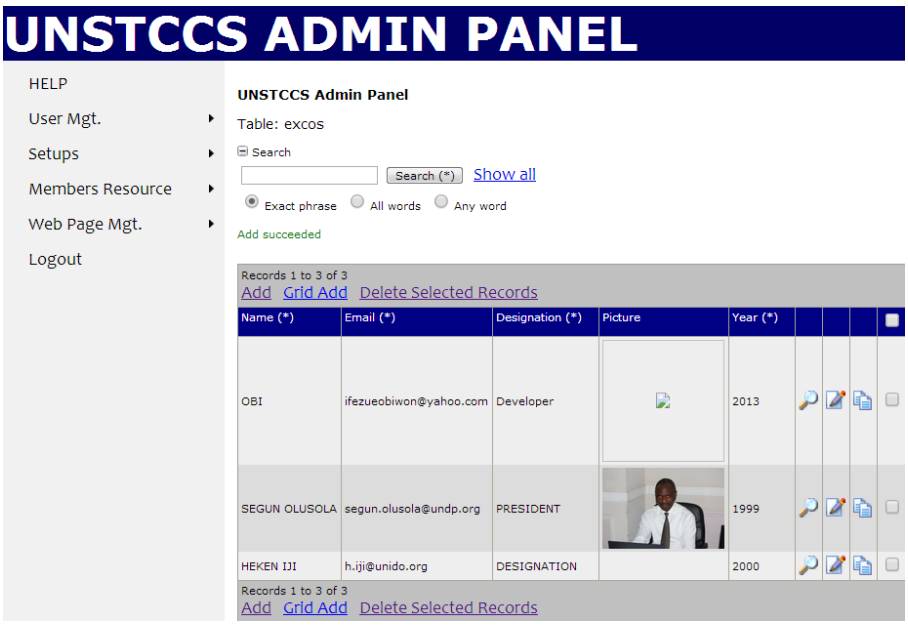


After clicking on the add icon, a page would be displayed as shown below.



User is required to fill all information in the provided text boxes and click on the ADD button as shown in the above diagram.

If all information's are completely filled and saved, a message box showing 'successfully saved' would be displayed as shown below.



Click on the ADD button, a page showing the existing Exco members would come up, showing the new member.

NOTE: On this page, User can also EDIT and DELETE existing Exco member(s).

CONCLUSION

If you can patiently go through all these procedures, you will successfully setup your USER MGT, SETUPS, and WEB PAGE MGT among others.

Thank you for your patience.